

Committee Meeting Minutes - **DRAFT**

Venue: John Storer House

Date & Time: Wednesday 13th March 2024 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GR), Bev Gillman (BG), Phil Bass (PB), Sue Ronald (SR), Bob Pyatt (BP), Margaret Kelvey (MK), Geetha Bala (GB), Helen Reid (HR), Pam Towers (PT)

Apologies for absence: Peter Reid, Tony Westaway

1. Minutes of last meeting to be ratified and signed

No corrections. Minutes ratified. Pam to sign and forward to Phil.

Action: PU

2. Matters Arising and Actions (items not included in agenda)

TAT Festival – Everyone has responded to Sue about being interested or not in going. To date Pam Upton is the only ‘Yes’. Sue and Pam will make their arrangements.

Bev sent out an email to GL’s regarding generic email addresses. Responses have been received and changes will be made, although the changes required could have been made by the GL themselves.

Members Handbook – an agenda item

TAT Magazines for the March meeting. Unfortunately, TAT only sent a few, so Garry has decided not to use them at the meeting. There has been some confusion about entering magazine numbers on the TAT portal.

Local Policy document – an agenda item

AGM – an agenda item

Speaker Programme – an agenda item

3. Reports

1. Secretary (DH) Debra updated her report based on new information received regarding AGM apologies and voting forms received. Pam also has received further apologies. Pam and Debra to cross reference prior to the AGM meeting start.

Action: PU/DH

Pam invited Debra to comment on the L and R Network meeting at which Debra was voted in as the new Network Co-ordinator. The Chair and Business Secretary were also stepping down. The members at the meeting are either Chair or Secretary of their own u3a, so expecting them to step forward was always going to be a big ask. John Pilgrim did offer to act as interim Chair, but no-one would take up the role of Business Secretary, even on an interim basis. Allan Walmsley, TAT Vice Chair and John Lewis, East Midlands Regional Trustee, were both present at the meeting and it was decided to 'park' the Committee issue and listen to the presentation Allan had prepared and then convene again after lunch. However, when some members had finished their lunch, they simply left. So the Committee issue was not resolved and the meeting was not formally closed. There will be a communication to all Network members to the effect that the Network will be dissolved until October when TAT propose their resolution concerning the proposed new structure and the results of the pilot council are known. It is hoped that Networks will be recognised by TAT and have a greater voice. This could mean the creation of a new Leicestershire and Rutland Network or something less formal.

2. System Administrator (PB) We will be formally out of the Beacon system at the end of March. Phil will email all the members still using the system, Pam will inform members at the AGM and a further note will go into the newsletter. Those seeking

addresses of members will need to go through Garry, since SM does not allow members addresses to be visible to everyone. This will also be communicated to the GLs at their April meeting.

Action: PB/PU

Committee email address: Phil noted that it is better to use the SM email address, as this is automatically updated by the SM system. The Krystal Committee email address has to be updated manually and is therefore open to error.

GLs' generic emails can be tailored. So where a group has 4 leaders and only 2 agree to the use, Krystal can be adjusted to accommodate this.

Phil has now received up to date copies of various documents.

Phil pointed out that 2 people are still attending groups although they are lapsed members. Phil has contacted the Group Leaders, but as yet there is no response. Garry will follow up. Group Leaders need to check that all Group attendees are u3a members. This needs to be added to the agenda for the GL's Meeting.

Action: PB/GR/BG

Sue Young had been receiving general enquiry calls because her number appears on the *Activity List*. Garry will contact her to see if she wants her number removed from the list.

This needs to be added to the agenda for the GL's Meeting. Action: PB/GR/BG

3. Groups Co-ordinator (BG)

An email has been sent to all GL's regarding Associate Membership.

Information about the new Opera Group will be available at the AGM. Helen will also mention this new group in the next newsletter.

Group Leaders meeting: Bev suggested that the meetings needn't always happen on a Monday. This can preclude some GL's attending as they have their own or

other groups to attend. Bev has requested availability from Emmanuel and is waiting a response. Timing will also depend on the caterer being available. Pam suggested that the meeting could include discussion on Risk Assessments. Any items for the agenda need to be sent to Bev before the next Committee Meeting.

Action: All

4. Membership (GR)

Membership last month 1065, this month 1071. Additionally Garry collated some facts about Leavers. On average we lose 25% of newcomers each year, potentially because they join for a particular group but find it's full. Phil will run a report to show how many members are not part of any group.

The average length of membership of those leaving recently is about 10 years. This may lead to a discussion about recruitment and the EDI team has suggested this could be targeted at younger people by contacting local businesses for those who are near retirement. This would also raise awareness of the u3a generally.

There has been a query about a member not wishing to receive the email newsletter. Garry suggested that the way to do this is to take the member off the newsletter list.

Garry received a telephone call and was concerned about a possible safeguarding issue. The concern was raised with the police, who visited and confirmed that all was OK and in fact the son of the elderly member thanked Garry for his concern. Garry will write to the son so that his mother's standing order can be cancelled.

Action: GR

While the issue that Garry dealt with was not directly related to our u3a, Committee agreed that we have a duty of care to all our members. Pam pointed out that Charnwood u3a does have a Safeguarding Policy but it may need updating to be in line with TAT guidelines. The Charity Commission also require us to have a Health & Safety Policy. Pam and Debra will review both our current Safeguarding Policy and look at the Health & Safety Policy in relation to the TAT templates. **Action: PU/DH**

5. Treasurer (BP)

Since it was only the start of the year, there were few items of expenditure to report. The AGM motion to reinstate subscriptions to £15 would ensure that the reserves were protected.

Bob was fairly sure that he had all the relevant Group Annual Returns for 2023, despite the fact that some groups had not indicated whether they needed to present an annual report. Some groups hold a larger amount of reserves due to upcoming expenditure: they may have expenses for travel, visits or for booking sports facilities in advance. It may be worth reviewing those groups holding substantial reserves where possibly they don't need it. It should also be reiterated that any cash lost in personal accounts is not covered by u3a insurance.

Committee discussed a request for £35 from the leader of the Pickleball group for expenses relating to a Training Course run by Pickleball England, the national association. Pam felt it appropriate to bring to Committee as it's the first example of such a request. Committee approved the request by a clear majority, with the proviso that any further requests would be considered on a case-by-case basis. Bev objected strongly to this, believing that group leaders bring their skills to the u3a, and do not seek to join in order to be trained.

Pam proposed a vote of thanks to Bob for his time, expertise and patience throughout his tenure as Treasurer.

4. AGM Planning

Most of the planning had been dealt with at the previous Committee meeting. Garry agreed to arrange a table and chairs for Pam, Bob and Debra on the podium. After the AGM, there would be presentations from 4 groups: Local History, Architecture Appreciation, The Laughter Club & Classical Music Enjoyment. There would also be displays of photographs from various groups. Pam requested assistance in setting up the displays from 1.30pm. Sam Hardwick had agreed to be a Teller if required and Pam would recruit one other prior to the meeting.

Garry pointed out that since we now have a rolling system of renewals, the Subscription motion needed to specify when it would be effective, if approved. Committee agreed that the new subscription should start on 1st August and Pam would inform members of this amendment when presenting the motion..

As discussed at the last meeting, another motion had been proposed for the AGM. Pam had contacted the member concerned stating that the motion could not be proposed to members, since it contravened Cu3a policies as well as the u3a ethos.

Pam reported that as well as the proposed election of Pam Towers as Treasurer and the re-election of Sue Ronald, David Jefferson has come forward to be a Committee member. There will still be one vacancy on Committee, but there remained the option to co-opt 3 further members to Committee during the year.

5. Speaker Programme 2024

The Speaker Programme was now finalised up to and including November. However, the December slot was still vacant as the planned person could not attend on that date. Pam was still pursuing the idea of a drama group, but this might not happen in time for a December presentation. After some discussion it was decided that the next newsletter would include a 'call to arms' for ideas and suggestions. The Committee felt a sing-a-long to Christmas carols would work well. Helen to include the programme to October in the Newsletter and Phil to add it to the website.

Action: HR/PB

6. Local Policies Document

Visitors to Groups - Bev recalled that previously the Committee had agreed that non-u3a members could attend 3 different groups during a membership year, before joining as a u3a member. Debra pointed out that this may also have a positive impact on the 25% of members who leave in the first year and who may have enrolled in the u3a to join a particular group, only to find it full. It was decided that the final paragraph, Guidance Notes for Group Leaders, should follow Vacancies on trips and holidays. Pam will make necessary changes and send the documents to Phil to be loaded on to the website.

Action: PU

7. Members Handbook

Pam has reviewed and updated various sections, including Subscriptions (subject to the AGM). Under the heading Safety, Security and Insurance, it was agreed that the reference to public liability should read 'does not extend to individual personal injury'. Within Periodical and Publications, Helen suggested that the wording should include the word '*Annual*' for the additional cost of £5, where the newsletter is posted out. In Documents and Forms that can be Printed, the second sentence should be deleted. ICE cards should be included and listed under Group Leader guides.

It was decided that a printed version of the Membership Handbook would be available and that members should contact the Membership Secretary, whose contact details would be included in the handbook. An online version would be listed under Guides. Garry suggested that the SM team review where documents were on the old website and where they should be on the new.

8. Equality, Diversity & Inclusion

Pam reported that the Welfare/Accessibility Officer is still under discussion. The Accessibility Audit and Potential Venues list were almost complete. Once finalised the documents would be sent to all Group Leaders for them to check. Pam reiterated the need to have a workshop session at the Group Leaders meeting regarding Risk Assessment.

AOB

Garry requested that the Equipment Register should be an agenda item for the next Committee Meeting. Pam made the point that the responsibility for the Equipment Register appears as an action on the Role Description for the Chair. However, Garry agreed to take that responsibility as he maintains the register. There would also be an agenda item for potential Role sharing. Pam requested that all those with Role Descriptions review them before the next meeting and identify actions that can be shared. This could be with another Committee Member or members of our u3a.

Action: ALL

Finally, Pam thanked Bob Pyatt, Tony Westaway and Peter Reid for their excellent and much appreciated contributions to the Committee and the u3a.

Date & Time of next meeting: Wednesday 10th April 2024, 10.00am

Meeting closed at: 12.05pm

Accepted as a true record. Pam Upton-Chair.

A handwritten signature in black ink, appearing to read 'P Upton', written in a cursive style.

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