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<p><b>c. Groups Coordinator (BG)</b></p> <p>1. Further to her written report, Bev asked Committee to reconsider the rule permitting potential members to try a single group meeting before joining Cu3a. Bev agreed to draft an alternative wording which would allow potential members to try out additional groups. Mike to check any insurance implications with the Trust.</p> <p>2. Bev put it to Committee that where a group was meeting in a group leader's house, it should be up to that group leader, rather than the members, to rule on Covid requirements, for example mask-wearing. Mike's stated that group members must agree beforehand on the requirements, after which the group leader would make the decision.</p> <p>Bev agreed to forward a rewording to Committee members for approval before circulating to group leaders.</p>	<p>BG,MH</p> <p>BG</p>
<p><b>d. Membership (GR)</b></p> <p>1. Garry reported that there were now 48 lapsed members, a lower number than in previous years. Three new members had joined, giving a total of 904, with three pending. Mike observed that at the same time last year we had 913 members, which was on a par with current figures.</p> <p>2. Garry and Bob were working to reconcile some discrepancies in membership payments.</p> <p>3. Margaret added that she had contacted around 55 new members since the end of August.</p> <p>4. In response to questions from the Chair, Garry confirmed that lapsed members had not been removed from Beacon and Phil confirmed that resigned, lapsed or deceased members could not be automatically removed from group lists. However, in the case of deceased members, emails could not be sent, since Garry would have removed the email addresses. Though lapsed members would not currently be receiving the newsletter, they would have received copies up to the December edition, before being removed from the membership list. Helen confirmed that only 'current' members were sent the newsletter by post. To a question from Bev, Garry responded that when contacted, 30-35% of members had said they intended to renew. Mike thanked Garry for his efforts in contacting those members.</p>	
<p><b>d. Treasurer (BP)</b></p> <p>1. Bob reminded Committee that they would need to have made a decision on subscriptions to put to the AGM in March and he agreed to send a budget forecast to Committee members for consideration before the next meeting. He felt confident that he would be able to recommend the continuation of the current £15 subscription with 50% discount. In response to concerns about cash flow, he agreed to give an estimate of the balance at the end of June 2023.</p> <p>2. The total expenditure in 2021 had been just over £9,000 and he would be proposing in his budget forecast that that amount increase to £17, 750, in the expectation that bank charges, affiliation to TAT and management system fees will increase.</p>	<p>BP</p> <p>BP</p>

	<p>3. Bob proposed to keep the current speaker budget on the basis that we should be prepared to pay for high quality speakers. It would also ensure a 'cushion' of funds for special speaker events such as the Loughborough Choir last Christmas.</p> <p>4. Additional expenditure on new assets was to be expected, in particular for the replacement of old computers and projectors.</p> <p>5. Helen pointed out that last year's costs for newsletter printing was unusually low, since the newsletter had not been produced during lockdown. She advised that the budget be calculated on the monthly cost multiplied by 12.</p> <p>6. Annual reports from group leaders were gradually coming in.</p> <p><b>f. Web Manager (TW)</b></p> <p>1. Tony informed Committee that work commitments meant that for the foreseeable future he would only be able to make routine updates to the website</p> <p>2. The Trips calendar had been tested by the Days of Interest Group and had received a very positive response.</p> <p>3. Committee were asked to consider whether certain printable documents needed to be retained on the website, given that some were duplicated and updating them was time consuming. The Groups Description document could be removed as the information appeared elsewhere. As Groups Coordinator, Bev agreed to oversee the Activities List and Groups Management and would ask group leaders to send details to her in future, while Helen would check the Members Handbook and the policy documents. Mike suggested that there should be an annual review to ensure that all documents were up to date.</p> <p>5. Tony reported that in November the website had had over 28,000 hits and over 500 unique visitors, while there had been 329 viewings of the latest edition of News and Views on the website. Committee agreed that it was important to encourage people to access the website.</p> <p><b>g. Programme Secretary</b></p> <p>Graham hoped to present an outline of the year's speakers at the next meeting.</p>	<p>BG,HR</p> <p>GC</p>
<p>4.</p>	<p><b>Revision of Constitution</b></p> <p>The Editorial Subcommittee had concluded that the Constitution required a complete re-write in terms of both content and layout, which could not be completed in time for the AGM, but work would begin as soon as possible after that meeting.</p>	

5.	<p><b>Postage Costs</b></p> <p>Though there was concern that a postage charge might penalise less well-off members, another issue was the potential cost implications of an influx of postal members from Loughborough u3a. Tony observed that that the ‘cost’ of volunteers’ time should also be taken into account; others felt that the introduction of postage costs could encourage people to use email. Committee agreed with one abstention to propose the introduction of a charge to members who wished to receive News and Views by post. A proposed charge of £5, half the actual cost, was agreed by a large majority. Members would be informed that printed copies would be available at monthly meetings.</p>	
6.	<p><b>Planning for AGM</b></p> <p>1. Mike presented a planning schedule for the upcoming AGM. Notice would be published in News and View and on the website. Mike would draft a separate letter for Helen to send to postal members giving advance notice of the AGM in time for the February 8<sup>th</sup> deadline for receipt of motions and AOB. The final date for receipt of Committee member nominations would also apply to voting forms.</p> <p>2. It was agreed that the AGM would be a blended meeting, and voting would be by show of hands, with Zoom polls for those joining online.</p> <p>3. Committee agreed that there was no need to appoint a Returning Officer and that the role would be undertaken by the Business Secretary.</p>	MH,HR
7.	<p><b>Retention and Recruitment Subcommittee</b></p> <p>The subcommittee will be meeting again in the spring, the main agenda item to be planning for the Picnic in the Park event marking the 40<sup>th</sup> anniversary of the u3a and the Queen’s Platinum Jubilee.</p>	
8.	<p><b>A.O.B.</b></p> <p>1. Diana agreed to ask her contact at Emmanuel Church if they could use the Cu3a tea urn, together with the two noticeboards currently at Graham’s house.</p> <p>2. Diana also agreed to handle the scanning of membership cards at the upcoming monthly meeting.</p>	DH DH
9.	<p><b>Date and Time of next meeting:</b> February 9<sup>th</sup>. 10 am at John Storer House</p> <p>The meeting closed at 12.05</p>	