

Charnwood u3a Committee

Minutes of meeting held via Zoom on Wednesday 9th March 2022

Present: Mike Hood (MH) (Chair), Phil Bass (PB), Graham Cooper (GC), Bev Gillman (BG), Diana Harvey (DH), Margaret Kelvey (MK), Helen Reid (HR), Garry Rigby (GR), Bob Pyatt (BP), Sue Ronald (SR), Tony Westaway (TW) Pam Upton (PU) (Minutes).

There were no apologies

1	Minutes of the last meeting on 9th February 2022 The Minutes were agreed and signed.	
2	Matters arising (Items not covered by the agenda) 2. 3a.2: Mike and Bob would be attending the Network meeting on March 10 th , when they would raise the issue of group finance management. 3a.4: Mike asked Committee members to consider resuming face to face meetings, either every month or every two months. He would canvass views on the timing and frequency of meetings by email and In the meantime, Pam would aim to book the April meeting in the Scope room at John Storer House. She would also check the terms and conditions for their room hire. 3e.2: Bev would be emailing group leaders to remind them that if they didn't let Bob know about deposits, they could not be credited to their accounts. 4: Moved to the main agenda. 5.3: Garry confirmed that the technology for audio recording the AGM would be in place. 7. Pam confirmed that the initial meeting to discuss the Equality, Diversity and Inclusion Policy would be on March 29 th at Gorse Covert. Ten people would be attending, with one joining via Zoom and it was agreed that non-members would also be welcome. Committee agreed to fund this meeting to a maximum cost of £50, including a one-off payment for refreshments. 8.2: Sue reported that the first meeting of the Scottish Dance group had taken place. All those present had felt strongly that the requirement for vaccination should remain.	MH ,BP MH,PU BG

3.	<p>Reports</p> <p>a. Secretary (PU)</p> <p>1. <u>Third Age Trust</u></p> <p>a. Along with notice of u3a events (including 40th Anniversary plans around the country), the February newsletter had announced “a huge milestone” for Beacon, which now had 500 u3as using the system.</p> <p>b. A mailing on March 2nd included links from the TAT Development Committee to the u3a Health Check and several workshops. The u3a Recruitment and Retention Toolkit contained a new resource: “How to make your u3a more inclusive”, which has been forwarded to the Equality, Diversity and Inclusion subcommittee.</p> <p>2. <u>Network News</u></p> <p>The newsletter had included the agenda for the Network Group Meeting on 10th March, along with information on the TWAM (Tools with a Mission) initiative and an offer of a speaker (Leicestershire based) on Medical Detection Dogs. It was agreed that the TWAM initiative should not be advertised on the website or in News and Views, since it was an overtly Christian charity.</p> <p>3. The <u>Regional Trustee Newsletter</u> for March included information on support for new committee members and a reminder about the Network Quiz on 21st March. Also included was a proposal to set up a network for regional poetry groups and an offer of speakers from Diabetes UK. Jean Hogg will finish her term as East Midlands Trustee on October 6th and asked members to contact her if interested in taking over the role.</p> <p>b. Beacon Administrator (PB)</p> <p>1. Referring to item 1a in the Secretary’s report, Phil could offer no explanation for the “huge milestone” announced by TAT, since the 500 member milestone had been announced in December. Helen pointed out that it was included in TAT’S February newsletter to members. Mike would query this at the Network AGM.</p> <p>2. Phil had assisted three group leaders with problems negotiating Beacon.</p> <p>3. Alternatives to Beacon: There had been mixed responses from the working party to the demonstration on Simple Membership on 14th February, mainly in terms of insufficient detail. Phil still felt that the integrated system offered by Simple Membership made it superior to Beacon. He had asked members of the working party to look again at the trial system and send any further questions to him. In the meantime, he had started to write a Simple Membership tutorial and would request further support from the Simple Membership team. He added that the trial appeared to be currently disabled.</p> <p>In response to a question, Phil felt that improvements to the existing Beacon system were unlikely. He believed that the next version of Beacon would allow for website integration, but at present no plans were available and the Digital Strategy had yet to be published. Mike would raise the issue at the Network meeting.</p> <p>4. In response to a Help Desk query, Phil had explained to a group leader the policy relating to generic email addresses.</p>	<p>MH</p> <p>PB</p> <p>MH</p>
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<p>c. Groups Coordinator (BG)</p> <ol style="list-style-type: none"> 1. Bev reported that she had had an extremely busy month dealing with emails and updating the Group Activities list. Some member lists on Beacon were still to be updated by group leaders. Garry had found some inconsistencies in the website and Beacon listings, which he would pass on to Bev and Tony. 2. On group changes, Bev reported that a member had volunteered to take over as leader of the painting group, but that the group needed an influx of members in order to be viable. The Scottish Dancing group had held its first meeting, while two members were hoping to start a Current Affairs discussion group. 3. Helen advised that the member's obituary mentioned in Bev's report had not in fact been received for publication in News and Views. 4. Mike underlined the importance of notifying Bev of changes in group leadership, which should also be passed on to Tony. 5. It was suggested that the function and purpose of generic emails might need to be explained to GLs <p>d. Membership (GR)</p> <ol style="list-style-type: none"> 1. Garry reported that we had 29 new members, including four associate members. Two lapsed members had renewed and an honorary member had died. He was pleased to note that we now had 10 more members than at the end of the membership year in July. The membership currently stood at 932. In response to a question, he was unaware if any new members had come from Loughborough u3a. 2. In a discussion on the inclusion of gender statistics in the report, Garry pointed out that the new membership form did not include a question on gender. It was suggested that the inclusion of such information on the Membership Report would therefore become inaccurate. Phil confirmed that the gender section could not be removed from Beacon , but Garry agreed to remove the statistics from future reports. In the meantime, Pam assured Committee members that the Equality, Diversity and Inclusion subcommittee would be discussing the issue of monitoring and would be reporting back to Committee in due course. 3. Garry confirmed that the poll for newsletter requests had been updated. <p>e. New Members Liaison (MK)</p> <p>Margaret reported that she had identified 18 new members last month, two of whom had joined as associate members. To date she had been able to contact 12 new members, discussing the website, groups and monthly meetings. She had also dealt with specific enquiries about activity groups. Three new members said that they would be attending that afternoon's monthly meeting and two said they would be bringing prospective new members.</p> <p>f. Programme Secretary (GC)</p> <p>Graham presented the speaker programme for May-October 2022, having added the expenses for the October speaker. Committee members commended Graham for a varied</p>	<p>GR</p>
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and interesting set of speakers. It was confirmed that expenses would be paid for the April speaker, a u3a member. Mike reminded the meeting of TAT's advice that charity donations at the door at monthly meetings needed to be in sealed collection boxes. There were concerns that if we started supporting specific charities, problems might arise around selecting which charities to support. Mike pointed out that any such charities would need to broadly share the aims of Cu3a.

g. Treasurer (BP)

1. Bob reported that he was still waiting for invoices from some suppliers, including Emmanuel Church. He was expecting expenditure to rise from April with charges to come for Beacon, the TAT Magazine and affiliation fees.

2. There was now considerable activity in relation to group funds. There were still items that Bob could not identify since he had not been sent details of deposits by group leaders. He would mention the issue at the AGM.

3. On the budget forecast, Bob had revised his initial report in respect of storage expenses. In response to a question from Helen, Bob confirmed that Team Print had put up their prices for the newsletter. He agreed that the budget forecast for this item might be an under estimate.

In response to another question, Bob assured members that there would be sufficient reserves to meet any projected deficit, though he agreed that we could not draw long term on our reserves. Since it was impossible to forecast expenditure precisely, he had been purposely generous in his estimates in the budget forecast. Committee members commended Bob for his efforts in this regard.

4. Given the cost of the TAT magazine, it was suggested that members be asked whether they wished to opt out. It was agreed to put the question to members this year.

5. Bob confirmed that he would be recommending an increase in the membership subscription to £10.

6. Committee members agreed that the data on interest group returns should not be made public. The details of the report would be discussed more fully at the next Committee meeting.

h. Web Manager (TW)

1. Tony reported that routine maintenance tasks were up to date.

2. Tony was commended for his work on the website statistics and the interesting data they provided. Given the amount of work involved on producing the statistics, it was agreed that the first three sets be provided monthly, the rest on a quarterly basis.

3. Tony was pleased to report that the number of visitors accessing the website via a non-secure route was diminishing. He would contact Krystal Hosting to resolve the issue.

4. Tony was currently working on a form to enable group leaders to make changes to their group information on the website.

TW

4.	<p>AGM</p> <p>1. Mike reminded Committee members of the procedure should the AGM be inquorate. He explained the procedure for counting members attending at Emmanuel Church and via Zoom. He would also identify tellers to count votes in the hall. Currently 13 members had registered to attend via Zoom.</p> <p>2. Mike would explain to members the rational behind the two motions on financial matters.</p> <p>3. Diana would introduce her motion on sponsorship of the TAT Anniversary Tree Planting.</p>	
5.	<p>Loughborough u3a</p> <p>Mike informed Committee that Loughborough u3a would be proposing at their AGM in April to disband. In the event of their closure, they had suggested transferring their surplus funds to Cu3a on the understanding that we would offer a discounted membership fee to their members. This would imply a merger of the two u3as, which Mike felt would be too complicated. Committee members agreed a more practical proposal: that should Lu3a decide to close, their funds be redistributed among their remaining members, who could then, if they wish, join Charnwood u3a.</p> <p>Mike would ask Jean Hogg, the Regional Trustee for her advice. He would also suggest that Cu3a officers might attend the Loughborough AGM.</p> <p>Mike, Bob and Pam would meet with Lu3a representatives on a date to be arranged.</p> <p>Tony agreed, in the interests of confidentiality, to delay putting the Cu3a minutes into the members area of the website until after the Loughborough AGM.</p>	MH
6.	<p>Planning for 2022 Celebrations</p> <p>1. Charnwood Borough Council had contacted Mike about a joint celebration of the Queen's Platinum Jubilee and the u3a's 40th anniversary in Queen's Park on June 5th. As yet there were no details, but Mike would contact them if necessary at the end of the month. Committee members agreed that it was an ideal opportunity to promote Charnwood u3a.</p> <p>2. Because 2022 also marks the 25th anniversary of Charnwood u3a, the next Committee meeting would discuss organising a celebration for members.</p>	MH
7.	<p>A.O.B.</p> <p>1. It was agreed that Garry make arrangements for a transfer of funds from HSBC to Unity Bank.</p> <p>2. It was agreed that Garry buy an extension cable for a second projector.</p> <p>3. In response to a request from the Science and Technology group to borrow a sound system, Mike suggested that the group leader liaise with Bev.</p> <p>4. Mike reminded Committee members that Inspections and PAT testing would need to be arranged during the summer.</p>	GR GR
9.	<p>Date and Time of next meeting: 10.00 am on April 13th at John Storer House</p> <p>The meeting closed at 12.00</p>	

