

Charnwood u3a Committee

Minutes of meeting on Wednesday 8th June 2022

Present: Mike Hood (MH) (Chair), Geetha Bala (GB), 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), Pam Upton (PU) (Minutes).

Apologies were received from Tony Westaway

1	Minutes of the last meeting on 11th May 2022 Correction to list of attendees: Add Diana Harvey; remove Bob Pyatt, who sent apologies. The minutes were agreed and signed.	
2	Matters arising (Items not covered by the agenda) 2.5: Mike had emailed the Chair of Loughborough u3a to confirm finance arrangements to cover the cost of free membership for Lu3a members from January to October 2023 and was awaiting a response. 3a. 1.b: Mike reported that Helen Davison had declined to be nominated for the post of Regional Trustee. 3a. 1c: Though Riviera Travel had not responded to Mike's query, he confirmed that we would receive a 10% refund if members booking with Riviera Holidays indicated that they were members of Cu3a. 6. Garry had set up the YouTube link for the monthly meeting and an email had been sent to those members registered to attend the meeting online. Committee members were assured that the presentations would be available only via an access code sent to members, that speakers would be informed and that recordings would be kept only until the following month. Mike would email members with details of future meetings, together with the YouTube links. Members would be informed in News and Views that a link would be sent out the day before the meeting. It was agreed that speakers should be made aware that we provided online access as part of our EDI policy.	MH.HR

<p>3.</p>	<p>Reports</p> <p>a. Secretary (PU)</p> <p>1. <u>Third Age Trust</u> The national newsletter for May was mainly taken up with TAT’s 40th Anniversary celebrations. It also made reference to an update on the Digital Strategy , expected ‘by the summer’.</p> <p>2. <u>Network News</u> The 17th May newsletter (previously circulated) listed various East Midlands diary dates, together with a number of national Zoom workshops. Pam would be attending workshops on Insurance (15th June) and Keeping it Legal (July 20th). Committee members were encouraged to consider joining the workshops, including the Equality, Diversity and Inclusion presentation on 28th July.</p> <p>3. A renewal notification for the NLA licence had been received. Bev agreed to remind group leaders of the guidelines and to update the list of those GLs who wished to be have access to the licence. Pam agreed to clarify details with the NLA.</p> <p>b. Beacon Administrator (PB) In addition to his written report, Phil gave a brief demonstration of the Simple Membership system. He assured Committee members that content could be customized where necessary. He demonstrated the Home page, joining form, groups and events listings and the News section, including a notice board and newsletter. The Login facility would give access to personal details, which could be changed by members. It would also provide a link to the website. The discussion raised a number of issues, including those relating to the management of groups, membership and finance. Phil would look into arranging a meeting for Committee members with a u3a using Simple Membership. Committee members thanked Phil for his presentation.</p> <p>c. Groups Coordinator (BG)</p> <p>1. Bev was pleased to report that the Painting group was now up and running.</p> <p>2. It was agreed that the laptop currently used by the Photography group should be exchanged to allow it to be checked. Bev would ask the group leader to contact Garry to make arrangements for the swap. Funds were available should the machine need replacing.</p> <p>3. On the request for group participation in the 25th Anniversary celebration event, Bev expected more responses once a date had been arranged.</p> <p>d. Membership (GR) Garry reported that the current membership stood at 956, including nine new members and three resignations. He would shortly be preparing the Gift Aid data for the HMRC. He confirmed that we would no longer include ‘gender’ as a category on the membership application form.</p>	<p>PU</p> <p>BG,PU</p> <p>PB</p> <p>BG</p>
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	<p>e. New Members Liaison (MK) Margaret reported that she had identified 6 new members and one Associate in May. One member had resigned, but would be re-joining.</p> <p>f. Treasurer (BP) 1. Bob's report showed minimal central expenditure for May, since some predicted expenses had not yet been taken up. One group deposit was unaccounted for, since Bob had not been given the necessary information and Bob stressed that group leaders needed to inform him when depositing funds or adjusting their ledger in Beacon. In answer to a question, it was confirmed that some groups had their own financial arrangements.</p> <p>2. Cu3a now have two corporate charge cards; a further enquiry was being dealt with.</p> <p>g. Web Manager (TW) 1. Tony's report was accepted in his absence. Regular updates to the website had been made and Tony was pleased to report increased use of the Trips Calendar.</p>	
4.	<p>(Covid) Risk Assessment for monthly meetings TAT were no longer issuing Covid guidelines and since the risk assessment notice was posted on the door of Emmanuel, with masks available for members who wanted them, it was agreed that no further action needed to be taken.</p>	
5.	<p>Role Deputies 1. Committee agreed an updated (provisional) list of Committee roles and deputies. Members would be asked if they wished to be considered as role deputies. Bob would look into enabling Garry to raise payments as Deputy Treasurer.</p> <p>2. It was agreed that when reviewing the Constitution, the sub-Committee should consider the issue of length of tenure for key roles.</p>	MH/BP
6.	<p>Equality, Diversity and Inclusion 1. The updated policy was approved.</p> <p>2. A draft Disciplinary Policy would be drawn up for Committee approval.</p> <p>3. The next EDI working group meeting would be on June 13th, when items for discussion would include the structure of EDI work in Cu3a, an Accessibility Audit for group venues and a named contact for member support.</p>	
7.	<p>Attendance at Monthly Meetings Mike proposed that a survey go out to members to explore the reasons why attendance at monthly meetings had dropped. It was agreed that a tick box format, with space for additional comments, would be more manageable and Helen offered to draft an alternative format. Various options for distributing the survey were suggested. The matter to be further discussed at the next meeting.</p> <p>Bev observed that numbers in several groups were also dropping. She agreed to email group leaders to ask for information on current attendance.</p>	HR BG
8.	<p>25th Anniversary celebration It was agreed that a members' picnic should be held in Queens Park on Sunday 7th August from 2-6 pm. Members would be invited to bring their own picnic, Committee agreed that Cu3a would pay £60 for a cake and groups would be invited to put on demonstrations or displays. If bad weather caused us to cancel, the Borough Council would allow us to postpone the event.</p>	MH/BG

9.	<p>‘Meet the Committee’ features for News and Views</p> <p>It was agreed that, as part of our succession planning, role holders prepare short pieces for News and Views, giving an insight into the work of the Committee. Helen would prepare an article for the July edition, giving an overview of the various roles, the Secretary’s piece to follow in August and the Treasurer’s in September.</p>	HR/PU
10.	<p>A.O.B.</p> <p>1. Garry reported that money from Gift Aid would be arriving shortly.</p> <p>2. Although July had been designated a ‘holiday’, because there were items that needed to be addressed, it was agreed that the meeting should go ahead, but that reports need not be included.</p> <p>3. It was agreed that future Committee meetings would take place in John Storer House. Pam to confirm with JSH.</p>	PU
11.	<p>Date and Time of next meeting: Wednesday July 13th , 10.am, at John Storer House.</p> <p>The meeting closed at 12.12</p>	