

Charnwood u3a Committee

Minutes of meeting on Wednesday 12th October 2022

Present: Mike Hood (MH) (Chair) Phil Bass (PB), 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).

Apologies were received from Geetha Bala

1.	<p>Minutes of the last meeting on 14th September</p> <p>Corrections:</p> <p>4. Remove first sentence.</p> <p>7. (iv) Change to Monday November 14th.</p> <p>The minutes were agreed and signed.</p>	
2.	<p>Matters arising (Items not covered by the agenda)</p> <p>3.d (v) Margaret's contact details would be put under 'New Members Welcome' on the main page of the website.</p> <p>3.f. 3.f (ii) Speaker contact details not yet forwarded to Pam.</p> <p>3.f (iii) Sue asked that the Scottish Dancing presentation be re-arranged so that it didn't coincide with the AGM in March.</p> <p>3.g (v) Details not yet forwarded to Committee members.</p> <p>7. (iii) It was not possible at present to arrange a Search box on the website. Tony to discuss with the website developers.</p>	<p>TW</p> <p>GC</p> <p>SR/GC</p> <p>GC</p> <p>TW</p>
3.	<p>Reports</p> <p>a: Secretary (PU)</p> <p>(i) The notice for the Network Meeting on October 13th included a document on Succession Planning. Mike would be attending the meeting.</p> <p>(ii) Jean Hogg's final newsletter as Regional Trustee included details of events from around the region. She regretted that no one had come forward to succeed her.</p> <p>(iii) Mike, Helen and Pam had attended (online) the TAT AGM on October 6th. A lengthy debate had resulted in the defeat of both resolutions to increase membership subscriptions, along with numerous amendments. Therefore there would be no increase this year. Liz Thackray, the Chair of TAT, acknowledged that they needed to improve their communications with u3as and their members. In the meantime, TAT would be conducting</p>	<p>MH</p>

	<p>a consultation exercise on proposed changes to their governance structure. Issues to be discussed at the upcoming Network meeting.</p> <p>b. Beacon Administrator (PB)</p> <p>(i) Operational Issues around member emails were being dealt with. Objections were raised to Beacon’s use of the term ‘blacklisted’ rather than ‘blocked.’</p> <p>(ii) Phil told the meeting that he wished to step down from the role of Beacon Administrator, since he had no confidence in the current system. He would be happy to continue if we moved to Simple Membership. The Beacon Alternative Working Party was due to meet on October 17th and would bring a formal proposal to the next Committee meeting.</p> <p>c. Groups Coordinator (BG)</p> <p>(i) Accessibility Survey: It was acknowledged that the survey would not work for some groups, though group leaders should be reminded about the accessibility guidance in the Equality, Diversity and Inclusion policy. Once forms are returned, any additional details would be added to the Venues list on the website.</p> <p>(ii) Social Prescribing item for the Group Leaders meeting: Pam had arranged for a speaker to attend the next meeting of the EDI team on November 14th. She would forward contact details to Bev with a view to inviting a speaker to the GL meeting. GLs would be reminded that we are not responsible for personal support, but if a member or prospective member needed support, they could be accompanied by a carer.</p> <p>(iv) Bev outlined what appeared to be ‘a clash of personalities’ between a group leader and member. There appeared to be a mismatch between the group description on the website and the expectations of the group leader. Although the member involved had not submitted a complaint, an exchange of emails had resulted in the GL contacting TAT. Bev to forward to the GL a copy of the Cu3a Complaints Policy and Procedure. In the meantime, Mike pointed out that the GL’s behaviour appeared to be contravening the Cu3a Code of Practice.</p> <p>(v) Bev agreed to forward any group activity changes to Tony, Garry and Phil.</p> <p>d. Membership Secretary (GR)</p> <p>(i) Garry reported that there had been 13 new members and six resignations, making a current membership total of 976. 257 members were still to renew, but he was pleased to report that only 30% were currently paying by cheque.</p>	<p>PU</p> <p>BG</p> <p>BG</p>
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	<p>(ii) 50 Loughborough u3a members had already applied for membership. It was agreed Garry could start processing these forms and, given the time it would take to process Associate memberships, that that they would be processed as full members.</p> <p>(iii) Margaret had contacted 18 new members in September. She would attend the Lu3a monthly meeting in November to introduce herself to new and potential Cu3a members.</p> <p>e. Treasurer (BP) Adding to his written report, Bob noted that there was additional financial activity at present due to membership applications and renewals, as well as ongoing management of group funds. He told Committee members that it was not possible to publish more detailed information on group finances because of GDPR regulations.</p> <p>f. Web Manager (TW) (i) In addition to the regular updates and additions to the website, Tony reported that the invoice to Krystal for website hosting had been paid. There was no increase in their fee for 2022-23, which includes a 50% reduction thanks to our charity status. The number of trees planted by Krystal in our name had increased to 20. (ii) In view of Tony's absence next month, the rights had been transferred to Helen.</p>	<p>GR</p> <p>MK</p>
<p>4.</p>	<p>Data Protection Policy - Legitimate Interest The Legitimate Interest Assessment (ICE) was adopted by Committee and would be discussed at the group leaders meeting on October 31st. GLs to be sent a copy. Phil would be consulted about the inclusion of ICE details on Beacon. A corresponding document relating to membership would be on the agenda for next Committee meeting.</p>	<p>BG</p> <p>PU</p>
<p>5.</p>	<p>Complaints and Disciplinary Policies Committee members were agreed on the need for a separate Disciplinary Policy. The sub-committee was due to meet on October 27th, to begin work on a draft policy.</p>	
<p>6.</p>	<p>Management of Group Finances Bob informed Committee members that most people were now paying cheques into Unity Bank, although one group continues to pay a large number of cheques into the (more expensive) HSBC. Some members had asked about paying group subscriptions by bank transfer, but there were potential issues with identification where insufficient details were supplied. Bob was concerned about groups holding substantial monies outside of central funds. The issues would be discussed at the Group Leaders meeting.</p>	

7.	<p>Constitution Proposals</p> <p>The sub committee would meet shortly to consider further amendments to the proposed Constitution and would report back to the November Committee meeting.</p>	MH
8.	<p>GL Meeting Agenda</p> <p>To include:</p> <p>Management of group funds (BP)</p> <p>Equality, Diversity and Inclusion: to include Accessibility Audit; ICE information {Legitimate Interest) (PU)</p> <p>Social Prescribing</p> <p>Attendance at Monthly Meetings survey. (Tony to place on website and send link to Committee members)</p> <p>Attendance at group meetings</p> <p>Group leaders' update (if they wish)</p> <p>Loughborough u3a group leaders: Introducing their groups</p> <p>Bev to circulate the notes of the last GL meeting in advance and to check planned attendance for GLs or their representatives.</p> <p>Details to be placed on the website, together with the agenda for October 31st. Details also to be included in News and Views.</p> <p>Pam agreed to take notes.</p> <p>Mike to request that tables be set out in groups rather than long tables.</p>	<p>TW</p> <p>BG</p> <p>TW/HR</p> <p>PU</p> <p>MH</p>
9.	<p>Review of Programme Secretary Performance</p> <p>Mike to draft a letter re-stating what is required in terms of forwarding necessary information on speaker requirements, sharing speaker contact details and informing speakers in advance about live streaming, the draft letter to be circulated to Committee members for comments.</p>	MH
10	<p>AOB</p> <p>Tony gave his apologies for the November meeting.</p>	
11	<p>Date and Time of next meeting: Wednesday November 9th, 10.am</p> <p>The meeting closed at 12.12</p>	