

## Committee Meeting Minutes

**Venue: John Storer House**

**Date & Time: Wednesday 10th January 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), Peter Reid (PR), Helen Reid (HR), Margaret Kelvey (MK)

**Apologies for absence:** Tony Westaway, Geetha Bala

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### 1. Minutes of last meeting to be ratified and signed

One correction: *to the minuting* of Bev's report. That there '*might be*' an additional Pilates Group. Otherwise minutes approved.

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

2.5 Bev has reviewed the 'Starting a New Group' document. No changes to the main text, however, Phil has updated the required links to other documents/sites. Bev is still to review the Local Policy document. As this mostly relates to travel she will ask a member of the Travel Group for their input.

**Action: BG**

2a The Committee approved the decision to terminate the Beacon contract. Phil to arrange.

**Action: PB**

3. TAT Festival - still waiting for details, but Sue will do some investigating about venue and hotels.

**Action: SR**

4. AGM Group displays. Bev has mentioned to groups the opportunity to 'advertise' their groups and will follow-up for confirmation. Wall space and tables will be available. Groups need to be aware it's not just about potential recruitment but to promote and celebrate what the groups do. Deadline for confirmation to Committee is next meeting.

Action: BG

### 3. Reports

#### 1. Secretary (DH)

Debra circulated the upcoming workshops and it was noted that although some may be repeats, they would be useful to any new Trustees.

Having expressed an interest in becoming the East Midlands second representative for the Pilot Council, Sue reported she has a meeting with John Lewis this week.

#### 2. System Administrator (PB)

After a brief discussion, it became apparent that the generic Committee email address is working. It was agreed in the short-term to ask for confirmation of receipt.

Phil still strongly believes that the generic Group email addresses should be scrapped. However, after further discussion the majority of the Committee felt they should remain. This remains under review and in the interim there needs to be a system by which the email addresses are updated. It was agreed to:

- reiterate to GL's that they must notify any changes to generic email addresses
- obtain the consent of GL's to publish those addresses
- Improve the way we manage the email forwarding lists

Action: PB/BG

Phil raised the issue of the Website Accessibility and Usability Audit. Peter has compiled a discussion document and the issue and the document will be discussed at the next SM Meeting on February 7th 2024.

Bob pointed out that a group name (as known by the group itself) and the group name that appears on the website are different. It was agreed that the group names should be consistent wherever they appear. Phil will amend the group name in question.

Action: PB

### **3. Membership Secretary (GR)**

There appears to be an issue over membership lists and individuals being active. Garry will discuss with Phil.

Action: GR/PB

Garry confirmed that we had gained 15 new members since his last report; we have also lost 2.

### **4. Groups Co-ordinator (BG)**

There is still an issue relating to a possible new Pilates group. The current group pay the teacher. However, the current GL doesn't want to organise a second group. Someone from the potential new group would therefore need to become the GL or the new group would need to be a private group, which we wouldn't want to encourage. Bev will investigate further.

Action: BG

### **5. Treasurer (BP)**

Bob is currently collating Group Annual Reports.

There are still some banking issues where groups have not informed him of deposits made and this leaves Bob with funds he cannot allocate. Bev will reiterate the need to inform the Treasurer.

Action: BG

### **4. GL Finance Issue**

Further to Bob reporting a serious issue with banking relating to one of our Groups last month, things are still not resolved. The GL is refusing to submit annual accounts to Bob until payments are made to speakers,

including those who are u3a members, which is contrary to the rules set out in our Financial Policy. The GL has also been advised that it is not permitted to give donations in lieu of payment to charities who do not share our objectives. Pam will endeavour to speak directly to the GL.

It was also agreed that a message would go into the next Newsletter about the TAT/u3a Code of Conduct. Pam will compose the message.

**Action: PU/BP**

#### **5. Speaker Programme 2024**

Margaret will forward the discussed programme to Debra for circulation. But it was agreed with enthusiasm that so far the team had put together a varied and interesting programme of speakers/events. Sue noted the increased attendance at the monthly meetings.

For the March 2024 meeting it was agreed that after the AGM there would be the opportunity for the GL or member of a group to have a 5 minute slot to present their group to the audience. A chance to 'showcase' what they do. Bev will canvas the groups and report at the next meeting. Margaret will also have a 'stand-by' speaker if required. **Action: BG**

#### **6. AGM Planning**

Pam confirmed that Bob Pyatt and Tony Westaway are both standing down from Committee at the AGM. Therefore 2 vacancies exist. All other Trustees confirmed their intent to remain in office, although Sue Ronald will need to be re-elected as her tenure has expired.

With the exit of Bob, the Treasurer role becomes even more urgent as the possible candidate is no longer available. Without a Trustee named in the role of Treasurer, the Charnwood u3a would have to fold. Pam asked all Committee members to approach anyone they feel may be able to perform the role. Role share was also discussed and whilst the named individual would have principal control of the banking side of the role, it was agreed that other elements could be handled by other people.

Garry suggested that between now and the AGM there should be another Trustee to act as signatory for bank transactions.

Pam raised questions regarding Voting by Proxy and having a Zoom option for the AGM meeting. It was agreed that the Voting by Proxy was required but that although the meeting would be available on YouTube (and therefore recorded) there would be no voting via Zoom.

The timeline for activity for the AGM was agreed, although Garry requested a little more time to prepare the paperwork for February 19th sending.

Pam will email documentation to all members and Garry will post documents to non-email members.

The Financial Forecast for 2024 was discussed. Margaret felt that the speaker Programme expenses at £1200.00 might be bit low, bearing in mind that some costs were rising.

There was a view that not to increase Membership fees might mean 'eating' into reserves too much. Equally, it was felt that the discount from £15 to £10 should officially come to an end, as the circumstances for its inception no longer exist. It was also agreed that any increase in fees should be maintained for a least three years and on that basis Committee agreed by majority, to propose at the AGM that membership fees return to £15 per year.

## **7. Role Sharing**

Pam will write a paper for the next meeting about Role Sharing but asked all Trustees with a Role Description to review their roles and identify tasks that could be performed by role sharers.

**Action: PU/ALL**

Phil will upload the Role Descriptions to the website and advise the Committee where they are stored.

**Action: PB**

One suggestion from Debra was to include a question about previous occupations and interests on the membership application form (optional completion). From past experience this can highlight people strengths and

provide information for targeted recruitment to Committee if necessary.

8. **AOB** Helen suggested adding a note to the Calendar of Group Events on the website. There are some anomalies, so a proviso stating 'Please check with the Group Leader' should allay any issues.

Action: PB

**Date & Time of next meeting: Wednesday 14th February 2024, 10.00am**

Meeting closed at: 12.20pm

Accepted as a true record. Pam Upton - Chair.

  
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