

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 14th August 2024 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GR), Pam Towers (PT), Phil Bass (PB), Sue Ronald (SR), Margaret Kelvey (MK), Geetha Bala (GB), Helen Reid (HR), Bev Gillman (BG), David Jefferson (DJ)

Apologies for absence: None

1. Minutes of last meeting to be ratified and signed

- On p.5. 5th para: "Garry will incorporate login details on badges" to "When new badges are sent to renewing members there will be an email reminder about username for website and how to logon. Correction will be made and then minutes signed and sent to Phil for uploading to the website. **Action: PU**

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

- Nominations for new u3a Chair. Pam (Chair) apologised because the vote should have been in by 15th July. Although she had registered to vote by that date, the messages hadn't been clear about the deadline for actual voting. It has since been announced that Allan Walmsley has been elected. It is not clear why the vote wasn't taking place at the AGM in October and there is a question over the voting, as although TAT have stated that Allan received over half the votes, they will not divulge the actual numbers or percentages.
- Fit For The Future and changes to the Articles of Association will be voted for at the AGM in October so Committee members must read the changes to the Articles of Association to determine how the committee should vote. This needs to be decided at the September meeting.
- A visit to the Mini (short) Tennis group has not yet happened but will be followed up now that Bev is back in circulation. **Action: BG**
- The Membership Handbook is now under the My Membership tab. Sue confirmed that she still has to review the handbook and present suggestions to improve.

- Pam T still doesn't have control of the chargecard. The bank say they know nothing about the change request ,so forms have to be completed and submitted to Lloyds again. **Action: PT**
- Role Descriptions and Role Sharing was mentioned in News & Views. As yet no responses. The Role Descriptions are now confirmed except Web Manager and Groups Co-ordinator. Which means there is not a full set of Summary Descriptions either to post to the website.
- Welcoming New Members, Coffee & Chat at JSH – this will be an informal meeting in the cafe, although we should check it doesn't clash with any JSH event. Pam (Chair) has requested an email from Committee members with their availability to attend i.e. days and times, so a rota can be drawn up. A message will go out in News & Views and the first meeting could be end September. **Action: ALL**
- Mary had provided a draft leaflet, as discussed at our last meeting. Printed copies were available to review at the break and then discuss under AOB.
- Standby Speakers – Bev to email Group Leaders and ask if they or any of their group members have a ready-made presentation should a speaker cancel last minute. It was also suggested that a back-up quiz could be available. **Action: BG**
- More thought and discussion needed on the Group Fairs. Next EDI meeting is 16th September. Any thoughts can be brought for discussion then. Also there needs to be discussion about utilising display boards at Emmanuel.

3. Reports

a. Secretary (DH)

NLA Media License:

Invoice received and payment being processed by Pam T.

Current list of named members sent to Bev for review.

Website:

Debra raised concern over the Official Documents on the website all being docx and therefore editable. However, Phil confirmed that these documents can only be viewed by the Committee and any changes made could not then be uploaded.

Fit For the Future:

The documents do need to be discussed at the September meeting. The documents are quite detailed. Essentially the u3a wants to change its Articles of Association in order to change the decision making process. At the moment there is a board with a dozen or so Trustees and Regional Directors. The proposal is to remove the

Regional Directors from the board and set up a Council with 2 Regional Directors from each region. What they are hoping for is that this council will receive suggestions, issues etc. from the regions and they will then be passed to the newly reduced board for decisions. The Council will not be a decision making body and the decisions will be made by the much smaller executive. Therefore, there will be fewer views going into the decision making process. The proposal was suggested to make the decision making process more efficient and effective and to ensure that the process always complies with the legal requirements of the Charity Commission etc. They therefore expect to have people on the board with quite specific expertise. For the resolution to be passed it requires 75% of the vote at the AGM.

b. Web Manager (PB)

Beacon System:

Committee agreed that our old Beacon system can be closed. **Action: PB**

Email problems:

No solution at present unless members have an alternative email address.

I.T. Helpdesk:

The first meeting of the new I.T. for Everyone group is on Friday in the Lounge at Gorse Covert. The level of interest will help determine the frequency of sessions, which are planned to be a three types:

Fix I.T. Clinics for any u3a member needing help with simple problems.

Master I.T. Workshops:-hands-on sessions open to allCu3a members which may be financed from central funds

Enjoy I.T. Talks will operate as standard group meetings and there will be a charge to group members. This will cover the cost of hiring a meeting room.

To raise awareness Pam (Chair) will add a note to her piece in the next newsletter.

Phil will supply the wording. **Action: PB/PU**

Pam asked Committee to formally approve Stephen Morris as understudy with a remit as the Krystal Site Administrator and extended responsibility covering the whole of the Web Manager role. This was approved.

Paypal:

Phil has been in touch with Ric and has received instructions of what to do. He and Pam T will meet to investigate. **Action: PB/PT**

c. Groups Coordinator (BG)

NLA License:

Bev reported that she had emailed GL's with information about the license and

received some responses. She has also reviewed other groups and suggested some additional names. However, as Pam (Chair) explained, the email was actually confusing, as the NLA and CLA Media license are very different and the CLA does not require named individuals. Bev needs to clarify what is allowed under each license. Debra will forward the extract relating to the licenses from the Group Management Guide to Bev. It was also agreed that requests for being added to the NLA list should come from the Group Leaders themselves. Bev will then forward any additions to Debra. **Action: BG**

Activities List:

Bev has started the process of checking the list against the website. There has been some confusion over this for about 4 months now. Debra reported that there is no document under 'Official Documents' called Group Activities List. There is however, a document called Group Contacts List under Special Reports section – which is in fact the Activities List. So the title is incorrect and needs changing. After some discussion it transpires that there is a report which SM can generate. It is not 'live' but needs someone to generate the report. Phil will generate the report whenever a change has been notified and send the report to Garry and Bev. **Action: PB**

Groups:

Two new groups starting in September – A second Line Dancing Group and a Drama Group. Once details are known they will be circulated. **Action: BG**

Bev has noticed that some groups, who meet at an external venue which incurs a cost, are not showing any financial information. It seems this is true of other groups. It was agreed that any additional charges for groups should be shown on the Group pages so that prospective members are aware. This needs to be added to the Group Leaders meeting along with a presentation to tell GL's what they can edit on their pages and add positive and exciting news. Pam T confirmed that the costs were reported against the groups as the invoices were processed. **Action: BG**

Bev has also noticed that one group has a waiting list of 18, although Phil believes it to be 11. However, with 11 waiting, wouldn't that be enough to warrant a new group? Again this should be added to the Group Leaders meeting. **Action: BG**

Bev has received an email from a Joanna Richart. She's set up a presentation for another local u3a about 'Foraging for Health'. She's asking for contacts for other county u3a's. Helen reported that this was a business and as such we shouldn't encourage contact. So Bev should reply on a No basis. **Action: BG**

Arthur Gould has a corrupted email. Phil has contacted him but has had no response yet.

d. Membership (GR)

Membership numbers:

Since the report was written there has been another new member, so currently we sit at 1122 with 7 awaiting activation.

Renewals:

The renewals process will start in earnest from September. Once payment has been received there will be an automated email giving details of how to logon to the website and the username format along with the request for members to check their personal details and adding their emergency contact in the My Profile.

New Membership Form and web page:

The revised paper forms were agreed at the last meeting and now Garry has updated the website to reflect the same information. Garry asked committee to review the 'Join' page on the website by Friday 30th and feedback. **Action: ALL**

HSBC:

Garry will send a newsletter article to Helen for News & Views to warn members not to use the HSBC account anymore. **Action: GR**

New Members page:

Garry suggested that this could include the Handbook, Activities List and any other pertinent information that could be viewed once the member had logged on. Pam (Chair) suggested further discussion at the next sub-committee.

e. Treasurer (PT)

HSBC:

Pam T reported that the HSBC funds have now been transferred to Unity.

Gift Aid:

Pam T is still awaiting a response from HMRC to get access to upload information.

Groups Accounts:

Pam T is looking at the groups accounts. Rather than using spreadsheets Pam T is using the system. Accounts from January 2024 are now up to date on the system. Slight difference versus the figures presented at the AGM, but only minimal and Pam T is confident the numbers are correct. For the year end, Pam T will review the information required from group leaders.

Charity Commission:

Pam T thinks we should be reporting at the over £25,000 limit. There are implications, not least the reporting. We have reported at the under £25,000 limit as we have excluded all groups income. If we report at over £25,000 then we have to provide a Trustees report to Charities Commission for which there is a template.

Pam T will speak to TAT and then discuss further.

Action: PT

4. Web Managers Full Role Description

Pam (Chair) firstly suggested that the draft document doesn't do justice to the role and the work that Phil does. Pam (Chair) observed that it could be a bit fuller, particularly for future role holders. Also the format isn't the same as the other role descriptions, although that wouldn't necessarily be a major issue. It was felt among some committee members that there wasn't enough mentioned about the look and feel of the website and the editing of content and that the draft concentrates more on the systems admin. Also there is a need to quote any legal responsibilities in terms of requirements for Charity Commission and HMRC.

Good communication should be a required skill.

There was discussion around the need for a new incumbent to have a thorough knowledge of the SM system. However, this may not be possible and 'thorough' should be dropped. Therefore any handover period would need to cover any knowledge gap. Essentially the role description needs to have a balance of system administration and website. For the most part we need a user-friendly, bright, fun, attractive website for members and prospective members to browse and use to find information. Such members are not concerned with the system in the background. Pam (Chair) will provide Phil with some notes so he can review the draft document.

Action: PU/PB

There needs to be a clear link to the SM implementation team (new name to be decided) so that the process of bringing recommendations from this team to Committee for approval or not is more formal.

At this stage Pam (Chair) proposed that the SM team become a Sub-Committee. This would formalise the decision from the last committee meeting for a more robust process. This move to Sub-Committee was agreed with the name to be agreed.

5. Notes from SM Team meeting 5th July

Pam (Chair) reported that most of the notes related to addition/changes to the website.

6. Risk Assessments

Group Leaders need to be reminded that they should keep their risk assessments for 3 years, not send them to Pam (Chair) or Debra (Secretary). Bev to include this in her next communication to Group Leaders. It was also suggested that these could be stored on the Group pages. This needs to be added to the Group Leaders meeting agenda.

There has also been an email from one of the leaders of the Days of Interest group. They were concerned about an upcoming trip to Liverpool in light of the current unrest in the country. Pam (Chair) responded in a reassuring way, and noted that there is now greater awareness of the need for risk assessments.

7. Website pages

Phil and Garry set up a screening of the website to show the Home Page and About Us page. Recommendations for changes had been proposed by the 'Website sub-committee' (working title) and committee needed to comment and feedback.

Margaret commented that the word 'Welcome' in red text at the head of the home page was a nice addition on the old site and should be kept. Committee agreed the addition.

The links on the Home page were seen as useful to help members navigate the site.

Images of people rather than places were liked on the Home and About Us pages. It was agreed that the removal of the u3a not being 'political' was ok.

Pam (Chair) asked that anyone who had not looked at the pages on the old website and reviewed them against the test site, please do so in the next few days and give feedback to herself and Phil. Action: ALL

It was provisionally agreed to upload the revised pages to the live system. The website will continually develop as people use it so nothing is 'set in stone'.

Pam (Chair) requested that Martyn Speight and Stephen Morris be added to the support section. It was noted that there is a separate page for IT support. Wherever this is seen, these two people need to be added and asked for a brief description of what they cover. Action: PB

Garry suggested that where telephone numbers are quoted, rather than being split i.e. STD code on one line and number on a line below, that the whole number should be on the line below. This was agreed.

Sue suggested that Margaret should be shown under the Monthly Meeting helpers as the New Members Liaison person.

There are quite a lot more changes that the Website Sub-Committee suggested, which should be discussed at the next meeting in September.

Next stage is for Phil to upload the Home and About Us pages to the live site.

Action: PB

Can everyone ensure that they look at the live site before the next meeting and propose any ideas before the meeting.

Action: ALL

8. AOB

Pam (Chair) asked Bev to look at dates for the next Group Leaders Meeting. We need to have an agenda and an idea of how many GL's will be attending. So a message needs to go out to group leaders. Bev to check diary dates and with Emmanuel and provide a couple of options to Pam (Chair).

Action: BG

9. Date & Time of next meeting: Wednesday 11th September 2024, 10.00am

Meeting closed at: 12.20pm

Accepted as a true record. Pam Upton-Chair.

P. Upton

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