

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 9th April 10.00am

Present: Pam Upton (PU) - CHAIR, Garry Rigby (GB), Geetha Bala (GB), Bev Gillman (BG), Jennie Lock (JL), Sue Ronald (SR), Stephen Morris (SM)

Apologies for absence: Debra & Sam Hardwick, Pam Towers & Char March

1. Minutes of last meeting to be ratified and signed

There were no corrections for the March DRAFT minutes, therefore the minutes were approved. PU to sign and send a copy to Martyn for uploading onto the website.

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

- Contact with the Science and Technology group was deemed unnecessary as the group will remain part of CU3A and their finances are now with PT our Treasurer.
- BG has sent out an email to the leaders of all smaller groups to encourage their attendance at the Group Leaders' Meeting and to ask them for ideas for the agenda.
- PT has been speaking to Dilys concerning the finances for the Greek Civilisation group. There is still one invoice to be paid and the remaining money, around (£19) will go into the General Fund.
- When documents are agreed by the committee and uploaded to the Website we need to give clear guidance as to where they will be placed.
- Contact form issues – we will need to revisit this at the next meeting.
- Programme for November will be Jim Miller with the title Forgery. The December meeting will be a drama via Graham North's group. January and February is almost in place but things need to be confirmed.

- The draft minutes for the 2025 AGM need to be more visible. They are under the More tab but it would be good to have them in the Stop Press.
- Documents available to members should be in PDF format with the masters being docx but we will pick this up at the next Web Forum meeting.

3. Secretary's Report

The report was received.

4. Groups Coordinator's Report and Group Leaders' Meeting

BG has had little response for the leaders of the smaller groups.

An email to all leaders will be sent this week to ask whether they are attending – for catering purposes and to ask for any Agenda items

The basic format will be an Information session before lunch then an EDI session after lunch.

It is expected that Martyn, Debra and Pam T will need a slot. BG to make contact with them to sort out their requirements.

Tesco Community Room – this has been out of action due to a leaking toilet. The room is now open, however, the toilet has not yet been repaired. There was some concern over the safety of one of the tables. It is not clear whether this has been rectified.

5. Membership Secretary's Report

This was received but an error noted. There were 14 losses not 16.

6. Treasurer's Report

The report was received.

PU had received a concern from one of the members that we were holding on to a lot of money. Confusion could have taken place in that although there is over £34k in the bank, over £15k is money from the Interest Groups and is not available to be spent generally. We do have almost £19k in the Central Funds at the moment but during April it will reduce to £11k due to the TAT Magazine and the TAT Affiliation Fees.

7. System Administrator's Report

- We need to re-run the report to generate the Group Activities List
- The committee has agreed to change the name of the group from a Sub-Committee to the Web Forum.

8. Committee Roles and Deputies

- SH has been approached to be deputy for then Vice-Chair, this has still to be confirmed

- SR will be the deputy Business Secretary
- GB will be the New Members Liaison and we need to find a deputy for her. We may consider asking Sue Young to be the deputy as the role does link with the Welcome Team. GB will need access to the membership database so that she can access member's telephone numbers.

9. Draft Revised EDI Policy

- The changes were noted but there was discussion about the Monitoring Section, and it was suggested that it was renamed Impact Assessment. The EDI will meet next Monday and this will be rewritten and produced for the Group Leaders to discuss with an appropriate activity.

10. Equipment Register

- Most of the equipment with Mike Hood's name against it on the Equipment Register has now been passed to PU. GR is now the custodian of the Display boards, the White board and a screen. \PAT testing is due to be done next month. Once this has happened the Equipment Register will be updated.
- GR to organise the PAT Testing of all electrical equipment for June's Main Meeting

Date & Time of next meeting

Wednesday 14th May 2025, 10.00 am

Meeting closed at: 12.05 am

Accepted as a true record. Pam Upton, Chair.



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