

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 10th September 10.00am

Present: Pam Upton-CHAIR, Debra Hardwick (DH), Garry Rigby (GB), Geetha Bala (GB), Sue Ronald (SR), Pam Towers (PT)

Welcome to Peter Chambers, who was present as an observer.

Apologies for absence: Bev Gillman, Char March, Martyn Speight

1. Minutes of last meeting to be ratified and signed

One correction, the Scout Hut is on *Nanpantan* Road, not Valley Road. Pam (Chair) will correct and send to Martyn for uploading to the website.

Action: PU/MS

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

Under the Groups Co-ordinator Report, the opening of the Scout Hut on Valley Road is this week. Helen Reid will attend and report back.

Further to the Risk Assessment Review, Pam (Chair) spoke to one of the GLs who had not responded. He assured Pam (Chair) that the Risk Assessments are done by various people within the group and that copies of these were held by him. Pam will talk to the other GL. Again this is a group that uses different venues. After some discussion it was suggested that perhaps when the venues are booked, they ask the venue about any risks and ensure that the venue is suitable and accessible. This can then be noted and kept. Pam (Chair) can discuss with the GL.

Action: PU

The Friday Line Dancing Group is now temporarily run by 3 of the group members, at least until Christmas. The finances have been confirmed with the acting group leader. Currently they are using their own sound equipment, but it was agreed that they use some of the group funds to purchase a more up-to-date unit which would be owned by the group. Currently the one used is Cu3a owned but not 'best for purpose'.

3. Reports

a. Secretary (DH)

Nothing to add to the circulated report, except Debra will now request the new certificate for the renewed NLA Licence so it can be uploaded to the website.

Action: DH/MS

b. Groups Coordinator (BG/PU)

The Opera Visits Group has been removed from Groups List and Pam (Chair) will check with Martyn that it is removed from the Activities List.

Action: PU/MS

The Group Leader of the proposed new Chair Exercise Group approached Pam T for financial assistance because they wanted to offer a free taster session to interested members. The teacher had agreed to run the taster session for no fee, so it was agreed that payment for the room hire would come from central funds. The group will then be self-funding.

It was generally felt that the group would be well supported, so any further advertising should be assessed after the taster session.

The Tai Chi group has for a long time had a waiting list but the issue has been finding someone to run a second group and finding a qualified instructor. The current instructor has in the past been unable to take an extra class due to other commitments. Pam (Chair) will ask the GL to check the current situation. He could ascertain whether the instructor knows of any other who could take a second class and also contact the Taoist Association for alternative instructors.

The Group Leader also runs a private class and asked whether Cu3a members could join that class. It was generally felt it was not appropriate to direct u3a members to a non-u3a class and equally the GL, as a member of u3a, cannot be paid for the instruction. Pam will discuss the issues with the GL. **Action: PU**

The first of the informal GL meetings took place. Various issues were discussed and it was apparent that while most group leaders valued the social side of the meetings, some felt that there was too much information giving. It was suggested that smaller, more focused sessions might be more productive. For the larger meetings, two hours rather than three, ending with lunch, might be a better option. There was also a suggestion to resurrect the new members/GL meeting but possibly include all members. However, It was felt that new members may want a period of time to settle in before attending meetings.

There is another meeting later this month with a second group of GLs, after which Pam (Chair) will report findings back to Committee. **Action: PU**

c. Membership Secretary (GR)

We now have 1088 members, with the renewal process continuing. Pam noted that it's good that we're replacing members, but we may need to do more to attract new, younger members. With the leaflet we're planning, we need to ensure that the distribution list is appropriate and stretches to areas of the community perhaps not targeted before.

Char has decided against using the printer she was planning to use. It was suggested that we use the TAT template and then look into getting the printing done by the university.

d. New Members Liaison (GB)

Geetha has emailed new members who joined in July/August and received some very positive replies. She will have a desk at the monthly meetings.

The Speaker Programme team has met and the 2025 list is now complete. There are a couple of outstanding queries for the first half of next year, but January to June should be finalised for the next committee meeting. It was agreed that we add the Speaker Programme to the meeting agenda going forward.

e. Treasurer (PT)

No major expenditure this month. Renewal subscriptions are starting to come through with c. £4k so far and Gift Aid has also come through. Pam is already starting to prepare for the end of year report and the AGM. Last year the independent examiner identified groups that do not use the system and asked for random sampling to ensure that their accounting was being done correctly. As Officers, Pam (Chair) and Debra undertook those checks and Pam will prepare a list for this year in readiness for the October meeting.

Geetha gave Pam some invoices relating to the Classical Greek Group which is now closed. At the point the group closed they asked that the monies in the group account be donated to the Loughborough United Reform Church as they hadn't charged the group for anything. This amounted to £176 and was paid to the church in lieu of room hire. However, there then followed invoices from the church treasurer for some £388 for unpaid room hire, going back to 2023. There is clearly a misunderstanding about the room hire rate, which groups these invoices relate to, (as Latin is also mentioned) and who the invoices were sent to. Geetha and Pam will investigate further.

Action: PT/GB

The group also left a screen behind. Committee agreed that this could be disposed of by the church.

Pam (Chair) will forward an email from Helen Whittaker to Pam and Martyn regarding online payments.

Action: PU

f. System Administrator/Web Manager (SM/MS)

Training will be offered to new GLs and those who want a refresher in the coming weeks. Groups looking for more members have been identified and will be highlighted in the News & Views and the website.

Martyn provided some very interesting data about Cu3a interest groups and members not in groups. Nearly 25% of members don't belong to a group, while a

handful are members of 10-12 groups! It was felt that some of the data may be skewed because group data may not be up-to-date, or because some groups are not using the system. It was suggested that initially Martyn identifies these groups with a view to offering a training session. It may also be that new members don't join a group immediately, but like some time to consider which group/s to join. The data also highlighted that 30 groups last updated their web page 2 years ago.

It was suggested that the website link to the newsletter be more prominent and Martyn is already looking into this. **Action: MS**

4. Election of TAT Vice Chair

Pam (Chair) reported that the disquiet about this election process appeared to be widespread among the membership across the country. Committee discussed whether it was right to vote based on the concerns raised. After considered discussion, Garry proposed the motion 'Not to Vote'. This was agreed by the six Trustees present and therefore carried. It was further agreed that Pam (Chair) would write to Alan Walmsley, the TAT Chair, to again express our concerns and ask for some investigation into the process. Pam will share our decision with the Chairs Forum, the Council Chair and our regional representatives. **Action: PU**

5.

AOB

None

6. Trustee Business

None

7. Date & Time of next meeting

Wednesday 8th October 2025 at 10.00am.

The meeting closed at 11.44am

Accepted as a true record. Pam Upton, Chair.



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