

Committee Meeting Minutes

Venue: John Storer House

Date and Time: Wednesday 14th January 2026

Present: Pam Upton (Chair), Garry Rigby (GR), Pam Towers (PT), Sue Ronald (SR), Martyn Speight (MS), (Observers: Julie Chapman; Caroline Nash)

Apologies: Geetha Bala, Debra Hardwick

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

Page 1 Group ~~Leaders~~ Guide to read Group **Management** Guide

Pam (Chair) will amend, sign and send to Martyn for uploading to the website

Action:PU/MS

2. Matters Arising and Actions (items not on the agenda)

- We are still waiting to hear about the new potential group for art gallery visits and opera.
- Hosting a group is purely voluntary and no group can make this a mandatory condition of joining the group. We need to check the website to ensure that this is the case and that potential new members are not put off. **Action: MS**
- First Aiders – Sue (SR) is to investigate what training is available locally. **Action: SR**
- Defibrillators are available in or near some venues. We need to include this information in the Venue Accessibility Audit document. Pam to ask GLs to check. **Action: PU**

3. Reports

a. Secretary (DH)

- The Leicestershire Network will meet on 16th February, hosted by Syston u3a. Pam will attend. Our suggestions for items for discussion: Buddy System, Social Media, Welcoming New Members.

b. Groups Coordinator (Chair)

- Ann Maddocks and Mike Hood have agreed to share this role and will take it in turns attending the committee. A meeting has been set up to sort out who does what.
- Presentation Training – email to participants will go out this week.
- Group Leaders Meeting is provisionally set for Wednesday 29th April. We will ask leaders to come at 10:30am for 11am, have a one hour meeting and then have lunch.

c. Membership Secretary (GR)

- Numbers fell, as expected due to membership lapses. We lost 56 members during the year, 33 of whom lapsed in December. Those with email addresses are sent 3 reminders and where possible a phone call before they lapse. Postal members receive an initial letter and a follow up phone call in December. There have been 115 new members during 2025.

d. New Member Liaison (GB)

- See New Members Meeting

e. Speaker Programme

- Pam (PT) requires the bank details and agreed fee and expenses at or before the Committee Meeting so that the payment can go through efficiently.

f. Treasurer (PT)

- The accounts are almost complete. There are two groups that still need to submit their cash accounts. Pam (PT) will be given the phone number of one group and GR to chase the Table Tennis Group.
- Random checks will be made by the auditor which will be sorted out on 26th January. It is expected that the two groups with over £1000 will be chosen.

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

- The next Web Forum meeting is on Monday 19th January. It would be good if the group could be widened.
- When group leaders send emails to their group they should be able to see the circulation list. At the moment it is showing just the email address but it is changing so that the person's name is shown. An icon can be clicked and this will produce a spreadsheet of recipients.
- Blocked emails, particularly mac and icloud addresses, have happened and the newsletter failed to reach about 36 members.
- Martyn suggested using enquiries@charnwoodu3a.org.uk on the leaflet so that it gives us more flexibility in the future as to who receives this.

4. New Leaflet

- We decided the old words were better for the second side and to accept Martyn's suggestion about the email address. PU will ask Helen Reid to investigate the price of producing the leaflet. We also need to work out how many we need and where we will distribute them.

Action PU/GR

5. New Members' Meeting

- We need to decide the purpose of such a meeting and how we attract the new members to the meeting. We will put this on the agenda for the next meeting.

6. EDI

- GR to investigate speech to text for the monthly meeting on YouTube. Action GR
- How do we encourage new members to lead groups? Does the website put people off volunteering to do this by listing the group leader's responsibilities?
- The EDI group needs expanding. PU to write a newsletter article inviting members to join this and other Cu3a support teams. Action PU

7. AGM 2026

- Print document to be sent to GR on the 12th February ready to be printed and sent on 16th February. Action PU/GR
- Email - documents will be combined as a single document, placed on the website then the agenda and a link to the single document will be sent to those with email addresses. Action PU/MS
- The budget is similar to last year with the income and expenditure around £18800. The New Group Support Loan to be changed to Temporary Group Support so that it deals with more than just new groups.
- Architecture, Line Dancing, Quiz and Drama groups will be providing our entertainment post AGM with displays in the concourse from the Painting, Photography and Craft groups plus and other groups who would like to create a display.

Meeting closed at 12.13pm

Date of next meeting: 11th February 2026

Signed as a true record

Pam Upton, Chair

Handwritten signature of Pam Upton in black ink, appearing as 'P Upton'.

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