

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 12th March 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Pam Towers (PT), Garry Rigby (GB), Geetha Bala (GB), Bev Gillman (BG), Helen Reid (HR), Jennie Lock (JL), Margaret Kelvey (MK), Sue Ronald (SR), Martyn Speight (MS)

Apologies for absence: Sam Hardwick

1. Minutes of last meeting to be ratified and signed

There were no corrections for the February DRAFT minutes.

Therefore the minutes were approved. Pam U to sign and send a copy to Martyn for uploading onto the website.

Action: PU

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

- Draft document on the process to follow when a group closes: We agreed to adopt the process, but didn't agree the next steps. Martyn to cover this in his report today.
- Science and Technology Group finances: Although initially, the group leader had said he wished to remove the group from the u3a, he had recently agreed to transfer funds to the central finances and remain within Cu3a, whilst retaining a £50 float. However, the funds had not yet been transferred, despite a reminder being sent. Pam U to contact the group leader.
- Two of the candidates we chose for the National u3a Board vote were elected – Pauline Green and Laurence Wale.
- In reference to the 25% of new members not renewing after the first year, Pam posted a question on the Facebook Chairs Forum. One recommendation

was that new members are contacted personally after around 3 months. Pam U suggested that we review the role of New Members Liaison and include the responsibility for contact both immediately after joining and 3 months later. Roles and Deputies to be discussed at the April committee meeting.

3. Reports

a. Secretary (DH)

Nothing to add to the circulated report.

b. Groups Coordinator (BG)

Bev announced that the next Group Leaders Meeting would be on Wednesday April 30th.

Bev advised that group leaders be aware of possible memory impairments that might delay a group member paying their subscription. A recent case had been resolved by speaking to a family member. Communication and discretion are obviously key and perhaps this might be an agenda item for the EDI group. Pam asked that an EDI discussion be on the agenda for the GL meeting.

Display boards for groups to showcase their activities at the AGM meeting were now ready. Mike Hood would like alternative storage arrangements for the boards, and Pam U suggested equipment and storage be an agenda item for the April committee meeting.

Bev proposed that another item be the non-renewal of new members.

Martyn had met the leaders of a couple of smaller groups who felt that the group leader meetings were aimed at the larger groups and were therefore not relevant to them. It was emphasised that the meetings are for ALL groups, but that we should find out what they feel is relevant to them. Geetha observed that there are some obligations to being a Group Leader, not least ensuring that knowledge of u3a information and policy are up to date. Bev will review the last two years and identify which small groups have not been represented at the meetings. Bev will also target a communication to those smaller groups who meet at members home, urging them to

take the opportunity to input into the Group Leaders twice yearly meetings.

Action: BG

c. Membership Secretary (GR)

Garry reported that membership now stood at 1094. He was currently processing renewals and waiting to see how the automatic membership card (with barcode) worked in 'real time'. Thanks to Stephen for his work on this.

d. Treasurer (PT)

The Badminton group funds had now been transferred to central funds.

Nobody had come forward to take over the Theatre Group, so Pam T will close the group and the remaining funds (c. £400) will show as miscellaneous income in the central funds. The Classical Greek Group has £189 but had not yet been closed. Sue offered to contact the group leader after being briefed by Pam T as to what is needed.

Action: PT/SR

Committee agreed to adopt the 'Request for a Group Start-up Loan' drafted by Pam T. Pam T will explain this at the AGM and asked that it be uploaded onto the website.

Progress continues with trialling online payments using a PayPal account or credit/debit card. To date these have been trialled by the Pickleball, IT Talks and Art History groups, with the History group to come on board shortly. The facility is now available to any group who wish to use it. They should request this facility via Pam T or Martyn. Group leaders needed to be aware that there is a cost and that the group would have to meet it. Event payments and annual subscription payments would not be available until later this year/next. Garry made the point that most subscriptions are currently paid by BACS, which incur no cost and that would continue to be the preferred option over cheques.

One advantage of the system is that money is transferred immediately, whereas cheques and cash take longer to process.

Committee agreed that this facility should be open to groups who request it.

e. System Administrator/Web Manager (MS)

The main focus had been the documents held online and their visibility to specific user groups. Essentially there are 'master' documents which are restricted to

committee member access and documents from the same set which are positioned to give more general access. The master Documents will all be converted to docx and will become the master set held in the system. Elsewhere in the system members can view documents in 'Policies' and 'Information for Group Leaders'. Martyn pointed out that three documents appeared to overlap in terms of information: the Privacy Policy and two Legitimate Interest documents, one for Emergency Contacts and one for Membership. Pam U stated that currently these were separate documents in line with u3a sample documents. Martyn queried the note in the Privacy Policy about GDPR Guidance, which has been historic, and it was agreed to delete that because we now have separate policies. Pam U asked Debra to review these three documents and ascertain if it is possible to reduce to one.

Action: DH

Debra stated that the Trustee Code of Conduct and the Trustee Declaration Form didn't need to be visible outside of the master documents as they only applied to Trustees.

There had been some issues with the Contact Form. Martyn said that checking was underway, but that the addresses appeared to be correct. There could also be an element of user error.

Action: MS

4. Monthly Meeting Programme Planning 2025

Geetha confirmed that a script was being written for the December presentation by the Drama group and would be Christmas orientated. Depending on the time the Drama Group needed, Bev suggested that the Singing for Pleasure group could be called upon to prompt a Christmas sing-along. Margaret presented the Programme of Speakers for the year, which was approved by the committee. In response to a query, Geetha confirmed that no fee had been requested for the July speaker. Although we are not able to provide a donation box for the Ambulance Service, they can provide their own and individual members can donate. There are a couple of speaker options still being discussed for November.

5. AGM Arrangements

We currently have 21 apologies and 8 proxy votes.

Garry would arrange for a table on the stage for Pam U, Pam T and Debra with two microphones. He would also arrange for the agenda and the finance papers to be shown on the screens.

Cu3a pens would also be available to members.

Display boards had been completed and the wall would be used for the Photography and Painting groups.

Presentations would showcase Wine Appreciation, Sustaining the Planet, IT for Everyone and Architecture Appreciation. Garry had received some slides to accompany the presentations.

An Independent Auditor for next year needed to be appointed. Pam T would cover this in her Annual Report.

Helen would propose the motion for debate and Pam U would ask for a seconder from the floor.

6. Retiring Committee Members

Margaret and Helen were stepping down from committee. They had already agreed to continue as part of the Speaker Programme team and Newsletter Editor respectively. Pam U proposed a vote of thanks to both for their hard work and support.

7. AOB

Garry reported that we had an urn based at the Brush Bowls Club which is now leaking and not suitable for repair. It was agreed to dispose of it. A replacement is not required as the Bowls Club have one.

Committee also agreed that hot cross buns would be available at the next monthly meeting.

Pam U requested that the equipment list be added to the next meeting agenda. Anyone who is storing Cu3a equipment should review what they have for the meeting.

It had been suggested that the u3a projector system needed replacing. Garry confirmed that the equipment in question was working perfectly.

8. Trustee Business: No Trustee Business

9. Date & Time of next meeting

Wednesday 9th April 2025, 10.00 am

Meeting closed at: 11.36 am

Accepted as a true record. Pam Upton, Chair.



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