

Charnwood U3A Committee

Minutes of meeting held at 10.00am on 12th September 2018

Present: Helen Davison (HD) (Chair), Graham Cooper (GC), David Gillingwater (DG),
Marilyn Mather (MM), Bob Pyatt (BP), Garry Rigby (GR), Tony Westaway (TW)

Apologies: Mike Hood (MH), Peter Mill (PM), Dee Patterson (DP), Neil Rowbotham (NR)

1	<p>Minutes of the meeting held on 8th August 2018</p> <ol style="list-style-type: none"> 1. The minutes of the previous meeting had been pre-circulated. 2. The meeting approved the minutes as a true record and were signed as a true record by HD. 	
2	<p>Matters arising from the minutes of the previous meeting</p> <ol style="list-style-type: none"> 1. §2.5 Two members have now agreed to take on the role of Refreshment Coordinator for the Monthly Meetings – Helen Crowhurst and Chris Dyer. 2. §2.6 Our equipment at Charnwood College has now been moved back to the store cupboard but a longer term solution is required now that we will no longer make use of the College’s facilities for our Monthly Meetings. After discussion it was agreed that we would keep the equipment there until at least July 2019. However, we need to keep this under review with a view to finding a more permanent solution. 3. §3 The formal agreement with Emmanuel Church has to be completed but no problems are foreseen. However, it has been brought to our notice that members will need to sign-in if they use the car park to attend the Monthly Meetings. 4. AOB §2 (Generic Emails) This item has still to be resolved. 	<p>All</p> <p>HD</p>
3	<p>Data protection – CU3A privacy policy</p> <p>HD presented a paper as a possible solution to meet the need for a specific privacy policy for CU3A. This was based on a template provided by TAT. After discussion, it was agreed that we would adopt a modified version subject to revisions proposed at the meeting:</p> <ul style="list-style-type: none"> • Under ‘What personal information do we collect?’, it was noted that we do not request or store emergency contact details on our main membership database. However, we do require next-of-kin contact details to be provided in advance for members who join a day trip or a trip involving an overnight stay. • Under ‘How long do we keep your personal information?’, it was proposed and agreed to add ‘(such as Gift Aid)’ between ‘legal’ and ‘or’ on line 3. • Under ‘How do we store your personal information?’, HD noted that we have now added a Secure Socket Layer (SSL) – ‘https’ - to create internet secure connections. <p>HD agreed to prepare a revised version for the next meeting.</p>	<p>HD</p>
4	<p>CU3A website</p> <p>TW presented a report on the progress he has made on updating and revising our website. He identified two main issues: the design and format of the home page and how do we keep the website up-to-date?</p> <ol style="list-style-type: none"> 1. Regarding the design and format of the home page, it was proposed that we all look at the South Leics U3A website which TW and HD took to be a good exemplar of what could be achieved, and provide feedback to TW. 2. For how we keep the website up-to-date, it was agreed that TW should coordinate updates. It was also agreed that we add a note to the Interests 	<p>All</p> <p>TW</p>

	<p>Group/Activities Sheet page: ‘For all alterations/changes, refer to the Activities Sheet and/or the latest issue of <i>Update</i>’. It was also agreed that we keep the Activities Sheet as a pdf in the ‘Members Area’. TW to liaise with MM on any future changes.</p> <p>3. In the longer term, we should think about encouraging Group Leaders to report on individual CU3A Group activities (e.g., travel and holidays) that would be of interest to a wider audience, and that these should be made available in the public area of the website. It was agreed that this should be an item for the forthcoming New Member/Group Leaders meeting in October and that TW would draft piece for the October issue of <i>Update</i>.</p> <p>4. TW presented two designs of a web-based version of <i>Update</i>. There was general agreement that the second version – in two-column format – was preferred. HD stressed the importance of ensuring that our <i>Update</i> Editor is fully engaged with any proposals. It was agreed that HD would discuss the implications of the preferred design with the Editor and report back.</p> <p>5. HD circulated a copy of TAT’s new one-page statement of the ‘three principles’ underpinning the ethos of the U3A movement. It was proposed and agreed that this should be added to the home page of the CU3A website and copies should be: (a) given to new members and those renewing; (b) made available to those attending the September Monthly Meeting as well as pinned to the notice board; and (c) some kept as spares. It was agreed to have 500 copies printed by Team Print.</p> <p>6. It was also agreed that the August 2018 issue of the Interest Group Handbook be added to the public area of the website with the heading "Correct at the time of publication. Changes to Groups will be notified in Update and in the Activities Sheet"</p>	<p>TW/MM</p> <p>MM TW</p> <p>HD</p> <p>TW</p> <p>TW</p>
5	<p>Reports</p> <p>a. Business Secretary</p> <p>DG stated there were no items to bring before the meeting that were not already on the agenda.</p> <p>b. Treasurer</p> <p>The pre-circulated report - a summary of the accounts for August - was presented by BP. In addition, three items were brought to the attention of the meeting:</p> <p>1. As may be seen from the August accounts, Gift Aid of some £2,064 had now been received from HMRC. GR’s help had been instrumental in ensuring this was paid. GR proposed, and it was agreed, that we should move to a July/July year to claim Gift Aid since this would avoid issues of possible duplication. GR agreed to continue to support BP in providing this information.</p> <p>2. A major issue has arisen with HSBC. It appears that we are being subject to scrutiny of our accounts by HSBC’s anti-money laundering unit in London. They are seeking reassurance that our accounts are properly managed and that we can provide evidence to this effect (e.g., on account holders, signatories, payments, etc.). This has given rise to some anxiety since it is clear that this unit does not understand what U3As are about or how a charitable trust such as ours functions. As a result BP proposed, and it was agreed, that HD, DG, BP and GR meet with our local HSBC Business Manager to discuss the situation and its implications, and provide GR with available dates so that this can be arranged. It was agreed that: (a) those Group Leaders with individual HSBC accounts would be emailed with the outcome of the meeting; (b) MM to contact the Textile Art Group on the need to conform to CU3A’s financial requirements or else</p>	<p>GR</p> <p>HD/DG/ BP/GR GR</p> <p>MM</p>

	<p>withdraw; and (c) BP to explore the possible option of moving our accounts to Santander.</p> <p>c. Groups Co-ordinator The pre-circulated report was presented by MM.</p> <ol style="list-style-type: none"> 1. Arrangements for the New Members/Group Leaders meeting on Tuesday 30th October at the Indoor Bowls Club have been made. The meeting will be publicised in the October issue of <i>Update</i> and will stress the fact that it is an open meeting and guests will be welcomed. 2. Grahame Boocock has told MM that he is considering the proposal put forward at the last meeting to attend the New Members/Group Leaders meeting. The invite to make a short presentation at our October Committee is still open and it will be added as an agenda item. 3. No further interest has been shown in the proposal for the Computing Initiative. Three members have expressed a need and three members have offered their support. HD proposed that we follow the lead from TAT and set this up as a STAR-type meeting (a 'short-term as required' session). A suitable, neutral venue will need to be found (e.g., Loughborough library?). MM agreed to seek this self-help solution for the 3+3 members to organise. 4. This led to a wider discussion of ways to increase member participation in CU3A's activities. As a result it was agreed that TW prepare a report for a future meeting in the New Year on possible e-solutions to increasing our communication with both members and potential members, using social media like Facebook, Twitter, Messenger and WhatsApp to raise awareness. <p>d. Membership Secretary The report was presented by GR. There are currently 1,093 members. Membership renewals were now being received. The membership database is currently being rewritten and will be documented with a user guide to assist future Membership Secretaries. However, GR made it clear he had no intention of standing down.</p> <p>e. Programme Secretary NR had pre-circulated his report. Speakers and arrangements were in hand for the September and October Monthly Meetings. There were no other matters to report.</p>	<p>BP</p> <p>DG</p> <p>MM</p> <p>TW</p>
	<p>Any other business HD requested all Committee members examine the revised and draft Handbook for Group Leaders that has been made available in Page Turner format on a non-public page of our website. Details of this were sent in an email from HD dated 6th September, entitled Handbook for Group Leaders. The e-link is: http://www.charnwoodu3a.org.uk/sitea/PageTurner/New%20Group%20Leaders%20Book/index.html (Note that this link is slightly different from that in the email.) Any comments, suggested edits, errors, etc to be sent directly to HD as soon as possible.</p>	<p>All</p>

The meeting closed at 11.50hrs.