

## Bailgate u3a Committee Meeting

Tue 11th July 2023

### PRESENT

Tony Wass (TW) - Chair  
Margaret Chegwiddden (MC) - Business Secretary  
Chris Elsmore (CE) - Membership Secretary  
Jill Allen (JA) Minutes Secretary

### APOLOGIES

Dave Hunt (DH) - Treasurer  
Derek Cottrell (DC) - Website Manager  
Angela Pullen (AP) Group Co-ordinator  
Melody Cottrell (Mel)

### FROM MINUTES OF MEETING 13 JUNE Minutes accepted.

- a) **Website Rebuilding** Baz has agreed to help.  
Action: DC to liaise with Baz to formalise this arrangement
- b) **Advertising in The Independent Magazine** TW has sent details of the general meetings - 1.30 - 3pm - for publication every month under the What's On guide. Quarter-page ads cost £80 + VAT. Look into whether they will publish an article (free).
- c) **Notice Board** Displayed at the last meeting and attracted interest. AP would welcome help carrying it to and from her car.  
Action: TW to request at next meeting contributions to the board. To ask AP for Group info to add to the board.
- d) **Name Change** MC reports HQ request a copy of the last AGM Minutes, and a copy of Bailgate Constitution before formalising the name change.  
Action: TW to ask Baz to email the Constitution.  
JA to email AGM Minutes to MC
- e) **Bank Account** No change - to be updated once name change formalised.
- f) **Speaker-Finder Sub Committee** Report they have secured Speakers for all of 2024 and within budget.
- g) **Christmas** DH awaiting reply from Caterers.
- h) **Communication with Members** MC in process of entering members' details onto Outlook group email. CE reports all members who have paid so far do have emails. It is agreed to email reminders of the Monthly Meeting, with Speaker's subject, one week prior. And to post a list of forthcoming Speakers with dates on the Notice Board and on the Reception table.
- i) **New Constitution** DC work in progress.
- j) **Welcoming New Members** CE produced examples of new forms, ie:
  - a "U3A Contact Form" for visitors and guests to complete
  - an Information Sheet explaining Monthly Meetings, how Groups are managed, etc. To be handed to new members, visitors, and guests.
- k) **Baz' Presentation** - at next meeting.
- l) **Membership Cards** Memberships Cards are ready to hand out at the next monthly meeting. CE thanked AP, MC and JA for helping fill them in.

**MEMBERSHIP SECRETARY'S REPORT** Membership now stands at 79. Will increase when late payments are received. Discussed Emergency Contact details: conflict

between Data Protection, and Health & Safety - need to refer to the National Constitution. Meanwhile Group Convenors to ask their group members to supply an emergency contact telephone number, if they wish to do so [*but see 6) below*]. Only the Group Convenor will keep these details.

**TREASURER'S REPORT** Nothing to report.

**GROUP CO-ORDINATOR'S REPORT** AP emailed that: a) some time ago she sent out Emergency Contacts forms to group convenors; b) as at February, she had identified six members who had yet to pay their subscription, but has no information re the Sunday Lunch group, and requested:

Action: TW to inform CE of Sunday Lunch group membership.

**BUSINESS SECRETARY'S REPORT** See h) above.

**OTHER BUSINESS** CE reported DC's suggestion for getting new groups started ie: A committee member to set up a group and run it for a strictly specified time, eg three months, hoping a member will agree to take over as convenor.

Action: Discuss at next committee meeting.

**NEXT MEETING** 3.15pm Monday 18th September (no August meeting).

**NB: Please let TW know asap if you cannot attend. If too many apologies another date can be agreed.**

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