

Date: Tuesday 6 December 2022, 10:00am

Place: St Andrews Hall

Attendees: David Bland, Linda Boyle, Pamela Davidson, David Martin, Jenny Maxwell, Maureen Smith, Julia Southcott (chair) on zoom, Allan Thompson, Jim Thomson

Apologies: David Gow, Bob Lynch

Agenda item	Actions
<p>1 Previous minutes and matters arising if not covered below</p> <p>The minute of the November meeting was approved subject to Linda's deletion from items 3c and 6. At the January Monthly Meeting we will ask for volunteers to organise occasional one-off demonstrations.</p> <p>Item 8: David M had attended a meeting on Beacon 2 and reported that Beacon will be 'tweaked' rather than replaced by Beacon2. Some u3as are looking at alternatives.</p>	
<p>2a Chair's report</p> <p>Julia reported that she now has access to the bank account and can stand in for David G when he is unavailable. In David's absence she confirmed that funds remain healthy.</p> <p>After discussion it was decided to continue buying compostable cups rather than cheaper polystyrene.</p> <p>Policy updates have been received from HQ.</p>	
<p>2b Group Coordinator's Report</p> <p>The Community room at Asda has been used by several interest groups but unfortunately the room has not always been left tidy. Allan has sent an email to Convenors reminding them that they must ensure the room is tidy before leaving.</p> <p>Any Convenor wishing to place an item in the Newsletter should send it to Julia.</p>	
<p>2c Membership Secretary's Report</p> <p>21 people have joined or re-joined in the last month. Membership total is 569.</p> <p>At the Convenors' meeting last month 10 Convenors expressed an interest in learning how to use Beacon to keep their Group records. Most will be introduced to it via the Demo site in January. Currently there are 3 active users from the pilot phase.</p>	
<p>2d Communications and Publicity Report</p> <p>Jenny reported that the past few weeks had been dominated by the loss of our website. She suggested that going forward we should ensure that all documents and pictures are fully backed up so that we are not caught out again.</p>	

<p>Julia and Jenny have completed the Equalities policy and have been working on a handbook for Convenors. Jenny suggested that a handbook for new Committee members would also be beneficial.</p> <p>Our Constitution and the handbook for Convenors had been circulated.</p>	
<p>3 Website Update</p> <p>A fairly positive update had been received from the Trust and we should be able to start updating pages.</p> <p>David B had prepared an email to be sent to all Convenors asking them to submit anything for uploading in copy and paste format. After a minor redraft it will be circulated.</p>	
<p>4 Christmas Coffee Morning final arrangements</p> <p>Jenny and Julia to buy provisions from Costco.</p> <p>Pamela to coordinate decorating the hall.</p> <p>Allan to provide background music with the option of changing to karaoke if required.</p> <p>Committee to arrive at 9am to set up with coffee morning starting at 10.30.</p> <p>Barbara W and Rosemary M had both offered to help.</p>	
<p>5 Hand book and Constitution</p> <p>There was a brief discussion on the documents previously circulated by Jenny.</p> <p>Pamela suggested increasing the length of time on the committee from 3 to 4 years and increasing the number of co-opted members was also considered. A decision will be made before the next AGM.</p> <p>David B suggested sending a copy of the handbook to a small number of Convenors and asking for their comments.</p>	
<p>6 Convenors' Meeting – comments/suggestions</p> <p>It was generally agreed that the meeting had been worthwhile and should become an annual event, possibly in September/October.</p> <p>Julia thanked Pamela for the Beacon demonstration.</p> <p>Jim T suggested that at each Monthly Meeting 4 groups could be highlighted – short and punchy.</p> <p>A Groups' Fayre was also considered.</p>	
<p>7 AOCB</p> <p>A joint Latin Group, with West End u3a, will be advertised in the January Newsletter.</p> <p>On the website a number of Groups state that they are full. It was thought that it would be preferable for this statement to be deleted. Convenors could then discuss availability when members make contact.</p>	

Next Meeting: Tuesday 10th January 2023 at 10am Please note change of date	