

## Braintree U3A Committee Meeting held on Wednesday 1<sup>st</sup> December 2021 10am on Zoom

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| <p><b>1. Present</b> All Committee members present</p>   |
| <p><b>2. Apologies</b> None</p>  |
| <p><b>3. Minutes for meeting held on 3rd November 2021</b> Agreed proposed by Alan and seconded by Pauline.</p>  |
| <p><b>4. Matters Arising from the minutes</b></p> <ul style="list-style-type: none"> <li>a) <b>Charity application:</b> Elaine received an email on 8th November. Our number is 11996660. Details can be checked on the website which has now been updated along with our membership form.</li> <li>b) <b>Group Coordinator:</b> Anne feels that at this present time she can no longer continue in this role. Linda has kindly agreed to take over the role. Elaine will meet up with her to discuss this.</li> <li>c) <b>Group finances:</b> Alan has been looking into the group finances. One group would appear to be in deficit, Elaine and Alan to look into this. A policy regarding how groups manage their finances will be produced. It was proposed that Linda will look into producing a procedure for the new groups to follow. Groups need to be approved by the Committee and there must be a clear indication of how they are going to be financed. All groups must be self-financing. Group contacts and members must be U3A members. Membership cards must be physically seen as membership numbers will not change but the colour of membership cards will change each year. For 2022 the cards will be red. Procedures will be available for all new groups.</li> <li>d) <b>Cashless Payments:</b> Ongoing discussion between Elaine, Alan and Rebecca. To meet up and discuss.</li> <li>e) <b>Outings:</b> A decision is to be made about next year. It is hoped to reinstate cancelled outings from last year. Suggestions welcomed for future visits. Rebecca is looking into how to address payments and bookings from husbands, wives and other family when they are non-members.</li> </ul> |
| <p><b>5. Treasurer's Report</b></p> <p>This month report has been circulated. Alan would like to use Beacon for our financial records from 1<sup>st</sup> January 2022. All agreed. Alan also asked if he could continue with applying for a Natwest Online account. All agreed. A report on Beacon and Data Protection is also included with Alan's report. Alan and Rebecca to look at separating the gift aid section on the membership form.</p>   |
| <p><b>6. Committee members reports</b></p> <ul style="list-style-type: none"> <li>a) <b>Chair:</b> Elaine thanked those who helped at the last meeting in her absence. The website has been updated with committee members information. A mailing recently sent from the U3A re Copyright Licences was discussed, Elaine to investigate.</li> <li>b) <b>Secretary:</b> Nothing to add.</li> <li>c) <b>Membership Secretary:</b> Rebecca said it would be beneficial for her to have a laminator and pouches. All agreed. Elaine to purchase. Membership now 306</li> <li>d) <b>Speaker coordinator:</b> Speakers all booked.</li> <li>e) <b>Advertising and Publicity:</b> ongoing.</li> </ul>   |

**7. Data protection** No issues at present.

**8. Debrief of last meeting**

Positive comments were received regarding the speaker. He was very knowledgeable about his subject. Meeting went well, estimated 90 members attended.

**9. Christmas meeting - Wednesday December 8th 2021**

It was decided that this meeting will go ahead and it was felt that it was the members' choice to attend. It will be requested that masks are worn when moving around. Pauline to buy a box of masks and will put up a notice requesting this. Elaine will buy 6 bottles of Sanitiser to be placed around the hall. All arrangements are in hand. Andy has so far not confirmed if he has white paper for the tables. Pauline to check. Volunteers will be sought to help with teas and coffees. All tables will have a track and trace form and to order teas or coffees. Table Quiz answers will be given near the end of the meeting. Appreciation was expressed to Pauline for all the hard work she has put into the arrangements.

**10. Policies**

The following policies were discussed, and responsibilities agreed as followed: Data protection - Alan to update.

Accessibility – Elaine.

Safeguarding - Sheila.

Equality, Diversity and Inclusion – Anne.

**11. AOB**

Nothing

Meeting finished at 12.05hrs. Next meeting: Wed 5<sup>th</sup> January 2022 at 10am – location/zoom to be confirmed.