

**U3A Committee Meeting held on November 3rd 2021 at
Elaine's house and via Zoom at 10am**

Agenda items		Action
1.	Those present	
	<p>Elaine Orpe (Chair), Alan James (Treasurer), Sheila Vince (Secretary), Pauline McAllister, Kathryn Varley, Anne Britton (on Zoom) and Rebecca Fuller (on Zoom).</p> <p>Elaine was welcomed to her first meeting in the chair</p>	
2.	Apologies For absence	
	Linda Hellewell	
3.	Minutes from the meeting held on 6th October 2021	
	Agreed. Proposed by Pauline McAllister and seconded by Alan James.	
4.	Matters Arising from the minutes	
	<p>Laminator/computer. All in favour of laminator purchase. Elaine is happy to go ahead. Will pay by cash and give Alan the receipt. Will also buy trimmer and pouches. Computer on hold.</p> <p>Alan has changed the colour of membership cards for next year, now to be red.</p> <p>There was a discussion about a letter being sent to lapsed members. It was agreed to send these letters after Christmas.</p> <p>Charity application, only one signatory needed now. Then application form to be submitted.</p>	EO

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<p>5</p>	<p>Treasurer's Report Alan has not received an up-to-date balance to-date, but we are £3,550 in credit. This means that the membership will be able to be kept at the same for the next year – all agreed. Alan is investigating changing our bank account to Bankline for Charities. Beacon – there are still new committee members to be seen to help them with it. Finances for the Groups. The financial status of the groups was discussed. Alan and Elaine to check with the groups and this will be discussed further at the next committee meeting.</p>	<p>AJ EO & AJ</p>
<p>6</p>	<p>Committee members' reports Elaine – According to our Constitution Geoff as Honorary President cannot be on the committee and so cannot be a signatory on the bank account. New signatories will be collected for when the charity application and bank account is set up. Kathryn and Pauline agreed to be new signatories for the bank account. Elaine is continuing with writing the next newsletter which will include details for the Christmas meeting and that it is for members only, outings and what's on next year. Website viewing is picking up. Groups need to be encouraged to begin again and new ones are needed. Pauline has sent out up-to-date list of speakers. Rebecca is continuing to get applications for next year. Membership stands at 290 this month. Anne needs group list of members - Elaine to meet up with Anne.</p>	<p>EO EO & AB</p>

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	Kathryn and Linda on-going with publicity and advertising. Pauline to contact June Thompson to see if she has got a list of contacts she had sent information to.	PM
7	Data protection On-going.	
8	General meeting Wednesday 17th November 2021 Speaker booked: Adam Whiteman – ‘Recent excavations Colchester’. Pauline is away so Alan is stepping in on the day to meet the speaker. There will be no refreshments as before. Rebecca will be leaving early. The possibility of using a portable card reader to allow for cashless payment of membership fees was discussed. Elaine to investigate costs. Elaine to meet with Alan and Rebecca to discuss this.	AJ EO EO&AJ& RF
9.	Christmas Meeting Wednesday 8th December 2021 Thank you to Pauline who has planned and organised the Christmas meeting called ‘All wrapped up’. It will be for members only. Plans were passed around to everyone at the meeting. Pauline said that she and Elaine had met with Andy from the Bocking Arts Centre to discuss arrangements. Teas and coffees to be ordered and served at tables together with mince pies. There will be a table prize for the quiz and most inventive dress. There will be a Magician going round the tables. Pauline will provide the tablecloths. Elaine to sort out volunteers to make teas and coffees.	PM EO

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10.	<p>Outings Rebecca is talking to Sheila Mead and ideas are needed so that outings can get up and running again.</p>	RF
AOB	<p>A. Essex association. Are we members? Do we need to join again? Elaine to investigate. B. Kathryn raised the question of the Jubilee celebrations next year to be held in June. To be discussed next year.</p>	EO
	Meeting closed at 12.05	
	Next committee meeting on Wednesday December 1st at 10am either at Elaine's or Zoom	