

## **Braintree Area U3A**

### **Minutes of Committee Meeting held on 6<sup>th</sup> October 2021**

#### **1. Those present**

All committee present. Also present were Kathryn Varley and Linda Hellewell (prospective new committee members).

#### **2. Apologies**

None.

#### **3. Minutes of meeting held on 1<sup>st</sup> September 2021**

Agreed.

#### **4. Matters arising from the minutes**

Charity application ongoing. Action by Elaine. Names of the committee to amended.

Laminator/new computer to be held over to next committee meeting.

#### **5. Co-opt new members to committee**

Shirley introduced the committee to Kathryn and Linda. They introduced themselves. All in favour of co-opting Kathryn and Linda to the committee. Welcome to both.

#### **6. Debrief of main meeting held on Wednesday 15<sup>th</sup> September**

Meeting discussed. Shirley had received positive comments from members. The numbers present were a positive sign and if the membership increases it will enable the Institute to continue to be a viable venue.

#### **7. Data protection**

Ongoing. Elaine reminded everyone to password protect any data on their computers.

#### **8. Treasurer's report**

Report sent to all committee members. Alan will send it to the new committee members. Renewal of memberships was discussed. New members joining or renewing from end September onwards would include membership for next year.

The colour for next year membership cards will be red.

## **9. Group Co-ordinator report**

Anne Britton is now Group Co-ordinator.

Some groups need a contact person, others will need a someone with expertise.

## **10. Membership secretary report**

Membership now stands at 288. New members are needed. It was suggested that Linda and Kathryn would perhaps like to take on the role of Advertising and Publicity officers. They agreed to do this together.

Letters to be sent to all lapsed members. Action by Linda, Kathryn and Elaine.

Sheila will try to get an item into the Black Notley Parish magazine.

## **11. Speakers for November and next year.**

Pauline was thanked for all her hard work in the difficult year she has had to cope with. She had sent out the list up to next November.

## **12. AOB**

Rebecca asked about next year's membership cards.

It is the time to think about outings again – for the next committee agenda.

## **13. Chair report and resignation, new positions on committee, including vice chairman**

Shirley thanked everyone for all the support during her term as Chair and wished us good luck in the future.

Shirley officially resigned as from the end of today and Elaine (previously Vice Chair) will take over the role of Chair. Pauline will take over as Vice Chair. All were in favour.

Anne has taken on the role of Group Co-ordinator.

Elaine responded on our behalf, thanking Shirley for carrying us through a most difficult time and gave her our best wishes for the future.