

## Braintree Area U3A

Minutes of Committee Meeting held on 4<sup>th</sup> September 2019

<b>1.</b>	<b>Those present</b> Shirley Tyrell, Rebecca Fuller, Alan James, June Thompson, Pauline McAllister, Graham Chamberlain, Jean Ryan, Elaine Orpe (minutes).	<b>Action</b>
<b>2.</b>	<b>Apologies for Absence</b> PS, LM.	
<b>3.</b>	<b>Consideration of minutes of meeting held on 3<sup>rd</sup> July 2019</b> August meeting was cancelled. Recap of email reports for August. Teas and coffees went ok at the August meeting. The new microphones had been purchased and were fine but 2 of them conflicted with each other's frequencies but Dan sorted this.	
<b>4.</b>	<b>Matters arising from the minutes</b> Brian Armstrong has resigned from the committee due to personal reasons. ST to ask BA if he would still like to arrange the ball being planned. The Potters holiday for members is booked for next year with approximately 60 members attending. JT is now doing a meet and greet for new members. There were no new members at the last general meeting.	<b>ST</b>
<b>5.</b>	<b>Debrief of General Meetings on 17<sup>th</sup> July 2019 and 21<sup>st</sup> August 2019</b> Chairs were not put out for the general meeting. Committee members had to put them out. ST to speak to Andy about this. Brian Carline, the speaker for the July meeting, entitled Tripe and Trotters, was well received. Vic Botterill, the speaker for August, entitled Nursery Rhyme Detective, was very interesting. Alan had trouble setting up his system so used his laptop which worked ok. Alan said that he had difficulty getting the projector screen as it was locked in a cupboard.	ST
<b>6.</b>	<b>Speaker for General Meeting Wednesday 18<sup>th</sup> September 2019</b> PM to clarify equipment the next speaker needs.	PM
<b>7.</b>	<b>Data Protection</b> Regarding the memo from the U3A HQ re GDPR, JT said that she is amending the membership forms to put them in line with the U3A GDPR requirements. It said that we needed to distinguish whether Braintree U3A members had a legitimate interest or a contract with us. JT said it is a contract. JT will liaise with RF over amending the forms.	JT/RF
<b>8.</b>	<b>Matters to be discussed</b> <b>Beacon Management System:</b> RF met Dunmow U3A to see how they used it. RF mentioned that PS had said that she did not like the finance part of it but RF said that she liked how it was used for the	

	<p>membership database, saying that it was a good tool, e.g. for emailing members, checking for duplicate data, etc. Transferring the membership details to the Beacon System will be tricky but it can be useful as it will flag up errors such as postcodes. AJ said that the finance part is not perfect but there is a planned revision of the finance aspect of the Beacon System being planned for next year to improve it. It was noted that PS's term as treasurer ends next April. AJ informed the committee that he would like to put forward an expression of interest in offering to stand as treasurer when PS stands down next year. RF suggested that AJ visits Dunmow U3A and see how they use the Beacon System. AJ said that an individual Beacon test area is available for us to try out the system. If the committee agrees he can set it up. EO suggested that the membership form has a section for names and addresses for all members' not just new members as sometimes details change i.e. email addresses. AJ said that using the Beacon System will cost about £2000 per year. AJ also said that making Braintree Area U3A a charity could enable us to receive extra funds, which could be put toward this. The committee then voted on whether to adopt the Beacon System. All present were in favour of adopting the Beacon System. AJ will contact Beacon to get the test site live. RF will start checking the database to get it as accurate as possible. ST and JT offered to help. Group leaders will be able to access their group's details on the new system. ST will speak to PS.</p> <p><b>Members' handbook:</b> JR said that she needs the list of next year's speakers to put in the handbook. PM will sort it out and send it to her. RF said she needs the new membership booklet by November. JT suggested putting the Braintree U3A's website address on the membership book. RF suggested asking the police to give a talk on scams at the AGM. Deadline for information for the membership book to be in by end of September.</p> <p><b>Facebook page (ST):</b> to put on agenda for next meeting.</p> <p><b>New badges for committee members (PM):</b> GC had provided everyone with badges.</p> <p><b>Proposed treasure hunt (PM):</b> this had now been cancelled.</p> <p><b>Speakers' list:</b> PM to provide an up-to-date speaker list. The next speaker (Andy Bennet) is booked and has confirmed. ST to contact Sarah Cocks to find out whom to contact to ask the police to talk about scams at the AGM.</p> <p><b>Membership forms:</b> The forms will be amended with contact details being asked from all members, new and existing, and a box added to be ticked if renewing membership. RF will arrange to meet up with JT to finalise the new form.</p>	<p>AJ RF/JT ST  ST  PM   EO   PM ST  RF/JT</p>
<p>9.</p>	<p><b>Members' Reports:</b> <b>Chairman:</b> ST said she had received lists of names for all of the groups except for the new French Group. Regarding Christmas preparations raffle prizes will be needed. RF said that she and Pat would not be making a Christmas Cake for the raffle this year. PM offered to make up a Christmas</p>	<p>PM</p>

	<p>Hamper. GC offered to provide a basket for it. It was agreed that that £50 could be allocated to this. There will also be other prizes and the Flower Group will make 3 or 4 flower arrangements. ST has written a pantomime and plans are under way to produce it.</p> <p><b>Vice Chairman:</b> Not present.</p> <p><b>Secretary:</b> EO said that she has set up a new French Group, with three people as members. JR thanked EO for setting this up.</p> <p><b>Treasurer:</b> Not present.</p> <p><b>Website Editor:</b> JR said that numbers were down (4340) but that this was probably down to it being the holiday season. She had prepared documents for the members' handbook. She had added the new French Group to the groups' page and added it to the Groups web page.</p> <p><b>Membership Secretary:</b> RF said that the membership currently stands at 486.</p> <p><b>Group Co-ordinator:</b> Not present.</p> <p><b>Newsletter Editor:</b> The next newsletter will go out possibly in January 2020.</p> <p><b>Information/Publicity Co-ordinator:</b> JT has sent off articles to local parish magazines to promote Braintree Area U3A. She is beginning to get responses to this. ST asked if they were being put in the magazines. JT was not sure. RF said that in some magazine you could put in a monthly item and cost about £7. JT has been placing posters, which she had produced in A5 size, in doctor's surgeries, local shops, community groups and libraries. JT asked if anyone sees the poster please let her know so she knows if they are being put on display. JT had received an email from someone in Australia asking if we could share information about his book. It was agreed we don't get involved in these requests.</p> <p><b>Speaker Co-ordinator:</b> Vic Botterill (Nursery Rhyme Detective) has been thanked. Andy Bennet – A Year in Beekeeping has confirmed for this month. His fees are £77.60 and no equipment is needed (he has his own).</p>	GC
	<p><b>A.O.B.</b></p> <p>AJ has been asked to help set up an astronomy group for Dunmow U3A, as part of the cluster group liaison between Dunmow and Braintree U3As. There is 7-8 members interested in the group.</p> <p>ST had received an email from a lady belonging to Dunmow U3A who would like to join the Braintree U3A's line dancing group. Tony Milward will be asked if this is ok.</p>	
<p><b>Meeting Closed: 11:26hrs</b></p>	<p><b>Next Meeting: 2<sup>nd</sup> October 2019</b></p>	