

## Braintree Area U3A

Minutes of Committee Meeting held on 1st May 2019

Agenda items	Action
<p><b>1. Those present: Welcome and Introductions</b>            Shirley Tyrell, Brian Armstrong, Linden Martin, Pat Shelock, Rebecca Fuller, Graham Chamberlain, Jean Ryan, Ian Reynolds, Alan James, Elaine Orpe (Minutes).            Everyone introduced themselves.</p>	
<p><b>2. Apologies for Absence:</b>            Pauline McAllister, June Thompson.</p>	
<p><b>3. Consideration of minutes of meeting held on: 3rd April 2019</b>            The minutes were agreed as a correct record of the meeting and signed by ST and RF.</p>	
<p><b>4. Matters arising from minutes.</b>            JT, who is away on holiday, is looking into the data protection update from the U3A Headquarters. RF asked if EO could print out new membership forms for her, with the new printer when she gets it.</p>	
<p><b>5. Debrief of the Annual General Meeting held on 17<sup>th</sup> April 2019.</b>            BA noted that none of the committee members were introduced on the stage. RF said that photos of committee members used to be put on the website. BA suggested names be put up next year. The speaker was Peter Jones on "How to do everything and be happy". The speaker was well received, some people enjoying it more than others. GC said that his wife was on her own at the door so there was a queue to get in. Therefore some people were not paying the entrance fee. LM suggested that something be put in the newsletter and that a poster be put on the desk asking members to check in and pay £1 towards cost of the hall and teas/coffees.</p>	
<p><b>6. Speaker for General Meeting on Wednesday 15<sup>th</sup> May 2019:</b>            Linda Scoles has confirmed she is speaking and her subject is "Around the world in 23 years". All she has asked for is a mug of hot water.</p>	
<p><b>7. Data Protection.</b>            Password Protection for member's database (RF): RF said now there has been a change in committee members a new password is needed which she will do. Who should have the database was discussed. RF suggested the outings team should have it. It was decided that ST, RF and EO should be sent copies of it.</p>	
<p><b>8. Matters to be discussed:-</b>  <b>Position and tasks on the committee (ST):</b> With the start of the new year ST went through the roles of the committee members. ST said that LM had agreed to be Vice-Chairman if everyone agreed. ST proposed the motion with JR seconding. All agreed LM should be Vice Chairman. LM is happy to continue as the Group Co-ordinator. PS will continue as Treasurer. GC is happy to continue as Newsletter Editor. PM has agreed to be Speaker Co-ordinator. JT has agreed to continue as Information/ Publicity Office.            It was suggested that the news articles be submitted to village magazines and the Nextdoor Rayne group. ST will speak to JT about it. IR to find out about what parish magazines the news article could</p>	<p>LM            LM            PS            GC/PM</p> <p>ST/JT            IR</p>

	<p>be entered in. PS suggested the possibility of having a Facebook page. This will be discussed at the next committee meeting. IR asked if tasks are given to members outside of the committee. It does sometimes. AJ is going to be responsible for the laptop and projector and will ask someone outside of the committee to help. DE had said he will help occasionally. DC has said that he is happy to continue with setting the sound up at the general meetings. Andy does the staging and LM helps with this. EO offered to liaise with DC to help him with the speaker set up. EO and ST to liaise with Andy about the setting up of the teas and coffees at meetings. EO is preparing a new tea/coffee rota. GC to put in the newsletter a request for more volunteers for this. JR will put a request on the website. ST to liaise with JR.</p> <p>Printing – the newsletter is prepared by GC and it will be copies printed at Braintree District Council. JR offered to prepare the membership booklet. EO will print out the membership forms using the new printer when she has bought it. JR to prepare it and it will be discussed at the September committee meeting. BA will take it to the printers. ST will look at the committee nomination forms.</p> <p><b>Beacon Management System (ST):</b> AJ had looked at this and said that it had been designed especially for U3As. He then provided information on the system. Its main use is for the treasurer and membership secretary. It has a help system to answer queries. It can be used to record fees paid. There is a charge of 50p per member. AJ said he was willing to be a volunteer to look into the Beacon System. He said that feedback from those using the system say that it is easy to use. PS said that she would like a demonstration of the system.</p>	<p>EO AJ  LM EO/ST  EO GC JR/ST GC JR EO  JR/EO BA/ST  AJ</p>
<p>9.</p>	<p><b>Members Reports:</b></p> <p><b>Chairman (ST):</b> ST said that she had received an email from DC thanking everyone for the gift card and that it had been a pleasure working with everyone. Emergency group names holders: ST said that Janet Nunn (group leader for the drawing group) had sadly passed away suddenly and the group meeting needed to be cancelled. This had led to a problem contacting members as no-one else had the list of group members. This had also happened when the group leader for the singing group became ill. DC had previously started collected group lists with membership details. It was suggested that ST has a copy of the group members lists. ST to liaise with LM who will send out to group leaders for the contact details for their group members. It was also suggested that group leader meetings be held to provide help and information in the running of groups.</p> <p>LM and ST are going to meet up with the Dunmow U3A on 8<sup>th</sup> May 2019 to discuss how they could form closer links such as members being able to join each other's groups. RF asked if she could go with them. ST had investigated the cost of new display boards and storage bags as they were getting old. These will cost £128.40 plus £18 for delivery. All agreed that new display boards and storage bags should be purchased. ST to organise this. ST and JT will not be able to attend the general meeting in June. LM will oversee the meeting. GM is also not going to be there. JR will help Ian Baird with the notice boards.</p>	<p>ST/LM  ST/LM RF  ST LM JR</p>

	<p><b>Vice Chairman (LM):</b> Nothing further to report.</p> <p><b>Secretary (EO):</b> Nothing further to report.</p> <p><b>Treasurer (PS):</b> PS asked if everyone was all right with the accounts and everyone agreed they were ok. Discussed issue of applying for Bank Card. The U3A regulations state 2 signatories are needed for bank withdrawals. Also the U3A regulations state that if someone pays for something with their own credit card they become the customer and are not covered by the U3A insurance. Previously the banks had said they will not issue on-line banking to accounts, which need two or more signatures but it might now be possible. PS is making an application to the bank for on-line banking and a debit card. ST said that until we get a response from the bank we are unable to authorise debit card payments.</p> <p><b>Website Editor (JR):</b> 4071 recorded hits last month. JR thanked GC for sending her 2 photos for the website.</p> <p><b>Membership Secretary (RF):</b> There are currently 464 members. 95 previous members have not yet renewed their membership. RF asked if she could purchase a new lockable storage box for the membership forms. All agreed.</p> <p><b>Group Co-ordinator (LM):</b> LM said that Judy Wayne from Halstead U3A was interested in knowing about the Grumpy Old Women group, but they are no longer interested. LM asked if she should send a bereavement card to Janet Nunn's daughter on behalf of the committee. All agreed. The drawing group will meet up to see if and how they will proceed with the group. PS said that the Luncheon Group leader wants to give up leading the group and is trying to find someone to take over. PS also said that she is planning to start her smart phone and tablets group at the end of the month on the same day as the scrabble group and run it for 6 sessions on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday.</p> <p><b>Newsletter Editor (GC):</b> The deadline for articles for the next newsletter is 28<sup>th</sup> June 2019.</p> <p><b>Speaker Co-ordinator (PM):</b> absent.</p> <p><b>Information/Publicity Officer (JT):</b> absent.</p>	<p>RF</p> <p>LM</p>
10.	<p><b>A.O.B.</b></p> <p>AJ asked if we are eligible for gift aid. PS said no as we are not registered as a charity. PS also said that there are restrictions of what the U3A branches can spend their funds on. She said that funds can only be used for the purchase of equipment or stationery for the benefit of the membership.</p> <p>LM asked if the committee could have the committee member contact details. ST has received the template from DC and will forward it to EO who will update it.</p>	EO
<p><b>Closure Time: 12:10hrs</b></p> <p><b>Date of next Meeting: 5<sup>th</sup> June 2019 at Elaine's house: 8 Station Road, Rayne, CM77 6RX.</b></p>		