

**Burton-on-Trent u3a Committee meeting**  
**Held Tuesday 1<sup>st</sup> August 2023 at Priory Centre, Stretton, Burton on Trent**

This meeting was held following the induction of all committee members except Valerie Bentinick who sent apologies due to illness.

**Present** Mike Payne (chair)/ Neil Davenport (V Chair) Kathy Hines (Treasurer) Rosemary Marsden (Secretary) Barry Appleby (events) / Michael Bartlett (Groups) / Beverley Bhaskare (Newsletter post) Bimal Jangra (Newsletter Website. Publicity) / Jane Kent (Beacon) / Glynis Lewis (Hospitality) / Hugh Rodgers (accessibility) Linda Walker (Membership) Lynne Wilson

**Apologies** Valerie Bentinick / Christine Davenport / Glynis Lewis

**Welcome** the chair welcomed everyone.

**Approval of minutes** of meeting Tuesday 4<sup>th</sup> July were not approved due to the number of amendments required. The secretary (RM) will amend accordingly and present for approval at the September meeting.

Matters arising

- a. Feedback from events subgroup proposals re empty shop. BA reported that there was no empty shop available. The centre no longer allows this.
- b. Coordinators meeting date Friday 15<sup>th</sup> September 0930 – 11.30 at the Priory Centre coffee and biscuits will be available. **ACTION MB**
- c. ND reported all committee emails now correct on Beacon and can be used
- d. Publicity feedback ALL COMMITTEE members to please get back to BJ with thoughts/ideas on either posters or other forms of publicity.

**Chair Report**

MP said as he had been away for a considerable part of July, he had very little to report although he did attend one coffee morning. He should have attended the W Midlands conference with KH but she went on her own .

**Secretary Report** attached to minutes.

**Treasurers Report** Attached to minutes.

KH asked if there were any queries and if people understood her presentation/ explanation of the report – she said in future she will only ask for questions. BJ queried the two Jazz groups on spread sheet when there was only one – he explained that one, All that Jazz, was the old name for the group so not an actual functioning group. **He also said the computer group was now functioning through the web site.** KH asked if a quarterly report was necessary and how much it was used the general feeling was that it was. She also pointed out that some groups did not appear to have paid. This is now sorted out. BB asked that total expenditure /income be added to the report. KH actioned immediately. She asked if social groups should be shown as ALL u3a monies need to be accounted for. The Social Monies and main account are shown separately so that differences can be seen eg losses or profits.

**Membership Report** attached to minutes.

Total membership to date 771

**Events Report**

The proposed showcase event for 12<sup>th</sup> September has been cancelled due to lack of time. However, it was pointed out that a previous similar suggestion last year met with a very poor response from group coordinators. This to be an item at next coordinators meeting

**ACTION MB**

Suggestion was made that perhaps individual groups, especially those looking for members, could do a small display at the coffee mornings.

**Interest Groups Report** attached to minutes.

Painting for beginners suspended until Sept due to coordinator ill health.

Line Dancing have expressed their disappointment at not being invited to perform at the Christmas Party.

There was discussion about use of the coordinators register – was it necessary. It is very small to fill in and was frequently not correctly completed causing extra work. Discussion occurred and it was felt it was needed to record visitors (some of whom might attend several groups for their “two” free sessions) possibly for health & safety issues. KH & MB to look at redesigning this

**ACTION MB / KH**

### **Beacon Report**

Is it compulsory for people to use Beacon - a query had been raised. The advice is that as no personal information should be kept on members personal computers without permission it is advisable to use Beacon, which also ensured compliance with GDPR.

**Accessibility Report** attached to minutes.

HR said he felt some of the policies needed reviewing and that we had been lax in this. It was agreed that HR should look at these and review as appropriate, they can then be put on the web site and any that needed updating should be sent to committee for discussion/approval. He stated a need for a social inclusion policy. It was pointed out that we do not collect personal data of any kind and that we are inclusive.

**ACTION HR/BJ**

### **Hospitality report**

GL said that the previous catering team had agreed to help at the Tea & Talk on 31<sup>st</sup> August so that she could understand how the system worked.

**Communications Report** attached to minutes.

### **Publicity / Newsletter**

BJ showed the new A4 posters and requested feedback. It was decided they would be professionally printed, and he will ascertain costs and bring to next meeting. Each committee member will be given 2 posters to display at a point of their choice.

**ACTION BK**

There was discussion about a very “boring” list of groups that had been handed out at the coffee morning. PW – The Meet and Greeter does have and does use the A5 flyers given to him by BJ which does include most of the groups. BB thought that that the coffee mornings are a bit intimidating to people on their own. MP said coffee mornings are “our face on the world” and as such we need to ensure they are friendly and welcoming

### **Any Other Business**

- a. Membership payments through Beacon. Many members now prefer to do a direct payment although the facility to still pay by cash or cheque would be retained. This is to be investigated by LW/KH for implementation at the next membership renewal in March / April 2024
- b. MB reported his u3a computer was working very slowly, sometimes almost 10 minutes to upload.
- c. Photocopying charges (when claiming expenses) is 10p per copy for black & white or 25p per copy colour (if necessary) (see expenses claim form [committeexpenses.pdf \(u3asites.org.uk\)](https://u3asites.org.uk/committeexpenses.pdf))

**ACTION LW/KH/JK**

As there was no other business the meeting closed at 1225

**Next meeting Tuesday September 5<sup>th</sup> 2023 0930 Priory Centre Stretton.**