

Minutes of Coordinators Meeting 18 January 2022 at 10:00am at Riverside Church

Present: There were 21 in attendance

Janet Heckle Whist and Group Secretary, Pat Chamberlain Chair, Mary Corbett Membership and Cribbage, Rosemary and Terry Marsden Bowls and Singing for Pleasure, Sue Prosser Folk, Barry Appleby Cake Decorating and Lunch Group, Basil Armett Treasurer and Historic Churches, Dave Barker and Dave Sutcliffe History, Mike Knowles Wine Appreciation, Diane Brewster Sunday Lunches, Joan Bullock Craft, Mike Payne Short Walks, Chrys Smedley Beacon Administrator, Chris Pace Reading Shakespeare, Peter Wildsmith Social Cycling and Drama, Gill Jangra Antiquarians, Discussion and Minutes, Bimal Jangra Newsletter & Website Editor and Computers, Neil Davenport Ballroom Dancing, Jane German Canasta

Apologies:

Janet Brown Line Dancing, Sandra Dewsbury Drama, Jazz and Ukelele, Jenny Wray Books, Mike Greenwood Bridge, Margaret Hollcupp Singing, Julie Towey Spanish, Ruth Roots German, Margaret Torr Poetry, Alan Gordon Photography 4, Mark Siner Music Appreciation, Margaret Clarke French Advanced, Lynne Charles French Intermediate, Christina Neal Art Appreciation, Vic Crumley Photography 1, Chris Hesketh Science, Mandy McGreal French

Group Secretary Report

I am happy to be able to report that Burton on Trent u3a is in a very healthy situation. We now have 46 groups and there is an activity every morning and afternoon. We have 4 new groups: Sunday Lunches, Folk, Cake Decoration and Drama. We have 8 new coordinators who have taken over existing groups.

Several groups have changed venues, but all seem settled. Art Appreciation now meet in Anslow Village Hall.

Books, Poetry, Whist, Cribbage, Canasta and Rummikub all meet at Grove Hotel, Stapenhill.

Discussion, Computers and Reading Shakespeare have to confirm date, time and place for restart.

Philosophy is waiting for the Fire Station to open for groups.

I have a few points, in no particular order, that hopefully will serve as reminders to all of us, including myself:

- 1 We encourage groups to share the running of the group with its members, but there is only 1 free place at each session. This does not have to be the same person.
- 2 Let the venue know when you are cancelling a session or we may be charged.
- 3 Check membership cards after 1st April each year.
- 4 "Communications" is available for any information you wish **all** members to receive.
- 5 I recommend all coordinators to have an accident form at their meeting. These are filled in and sent to the secretary to be filed.
- 6 It would be a great help to me if there were only 1 contact for emails on Beacon for each group. This person can then relay information to other groups and reply on the group's behalf.
- 7 Quarterly register to be sent by **all** groups, even if no money is involved. This includes Zoom.
- 8 Contacting Bimal using 'Webmaster' link on our u3a website has been set up to use his own email address.

Finally, can I thank you all for your cooperation and support with all the things I have asked you to do since I took over as Group Secretary.

The committee is always there to help if you have a problem, so please get in touch and we will do our best to sort it.

1st February is our next committee meeting. They are held every 2 months on the first Tuesday of the month. Bare this in mind if you have anything that needs to be discussed by the committee.

Membership

Membership secretary informed us that new membership forms would go online from **1st March**. For those without computers, there would be a copy in the next newsletter. People may also sign up at the coffee mornings. The new cards are ready.

- The emergency numbers given on the membership forms are **only for emergencies**.

Group Secretary said that several coordinators need a session on how to use **Beacon** and other computer issues.

Beacon Issues

A coordinator spoke for many when she outlined the problems caused by lack of access to members addresses and phone numbers. She also indicated that to keep a handwritten copy for their own use is as dangerous as having access online. It was pointed out that Data Protection only breaks the law if the information is misused, e.g. used outside of our u3a group. It is not unlawful to have the information, especially as members have given it on their application forms. The committee are to discuss this matter at their next meeting.

Finance

All money, even surplus, to go to u3a. The committee will discuss whether any surplus may be used by the groups to offset times when they do not cover the group's costs.

AOB

It was agreed that there should be a coordinator meeting every 6 months, the next to take place mid-July.

Meeting closed at 11:45am.