

Administrative Secretary's Report 2023

For Caterham and District u3a Branch AGM

This is my third AGM as the Branch Administrative Secretary. The first on Zoom, the second, last year, live.

There have been 6 Committee Meetings within the year, plus other meetings on specific subjects such as Open Day and this AGM. Lots and lots of emails.

Like last year, I have brought the Asset Register up to date. Something that has become an annual task as we continue to expand and increase in numbers.

With the support of the committee and the help of Deb Skinner (Newsletter), I have conducted an investigation into the popularity of the Third Age Matters magazine. It was found that not all members wanted to receive this magazine, and so by reducing the number of copies requested for our membership, we were able to make a saving on our branch costs.

As required, I have kept the u3a Committee Minutes Book up to date, and signed off when approved.

I hope that I have performed my duties as Secretary to the satisfaction of my fellow committee members and the branch membership.

Please don't forget to visit and make use of our excellent Website. It is full of information, and has easy to use links to Groups, Events, News and current and past Newsletters, and lots more.

Finally, I would like to thank Mike Brigden for all his help, support and guidance.

Ray Jessop.
Administrative Secretary