

MINUTES OF CHEPSTOW U3A COMMITTEE MEETING HELD BY ZOOM TUESDAY 5TH OCTOBER 2021

Present: Nicky, Shelagh, Ruth, Marion, Sandra, Jenny, Ann Tyson, Laraine Golding, Hugh.

Apologies: Alison, Pat, Pam, Anne, Irene

New Committee Members: Ann and Laraine were co-opted onto the committee.

Minutes of previous meeting: Accepted, subject to noting the appointment of Jenny to the committee.

Matters arising: None.

Hybrid Meetings - Hugh

Following the difficulties last month a revised arrangement has been developed. However, there will be no hybrid meetings before 2022, so there is time to run a trial. A remote 'clicker' for the u3a laptop has been purchased.

Open Day feedback

The committee recorded its thanks to Derek Shottin for all the hard work he put in organising a successful open day. Thanks were also expressed to the many other members who helped.

31 new members signed up on the day.

Although a 'lessons learned' session is planned later, there was discussion on how the impact of adverse weather could be avoided or mitigated. It was agreed that we should ask Chepstow town council if they would be prepared to fund a marquee for use by local organisations. **Action:** Shelagh.

Convener Liaison

Almost all groups have either restarted face-to-face meetings or are planning to. Skittles, ukulele for beginners and scrabble currently have no plans to restart. There may be a need for new conveners for Mahjong and badminton for beginners.

A new card-making group is due to start in November and there is the suggestion of a new folk dancing group.

We have been approached by the Chepstow Male Voice Choir who are interested in operating as part of Chepstow u3a. However, they have a paid accompanist and charge for some performances and clarification is required whether this is compatible with u3a membership. **Action:** Hugh - completed.

The table tennis tables are in poor condition and will require some refurbishment or replacement. It was agreed that the table tennis groups should establish the costs of the required work and apply for a grant to cover the cost. **Action:** Pam.

A conveners' meeting is proposed to thank conveners at the Chepstow Club with tea and cake. **Action:** Anne/Pam.

Programme – Marion

Tuesday live speakers have now been booked to the end of the year. The sessions will continue at twice a month for January, February and March. Bookings will also be made for April to cover the transfer to a new programme trustee. **Action:** Marion

It was agreed that we should make a provisional booking with Chepstow Male Voice Choir for the 2022 Christmas party. **Action:** Marion.

Social Events

There have been 66 bookings so far for the 13th November wine tasting evening at the Board School.

The Ceilidh will be held at the Drill Hall on Saturday 5th March with a bar. A team will be required to do the organisation – contact Jenny.

The annual quiz is booked for 4th February at the Drill Hall. The previous winning team (Real Ale) will be contacted to start developing questions. **Action:** Hugh - completed.

Marketing – Nicky

The magazine will be made available at the library and at coffee mornings.

A presentation was made to London u3as on our use of Facebook and they were impressed by the work that Ann does and by our use of teams and job-sharing to avoid excessive workload on individuals.

An article has been written on Chepstow activities and is likely to appear in TAM in November.

Treasurer – Ruth

It was noted that spoof emails, purporting to come from Shelagh, were still being received. It was agreed that any financial requests from Trustees should include a code to prove authenticity. **Action:** All.

The Treasurers will discuss how to ensure financial requests from conveners will be authenticated. **Action:** Ruth/Pat.

The Treasurer identity in Beacon has disappeared, hindering communication with conveners. Restoration of such lost identities will be requested. **Action:** Hugh – completed

The budget comparison was reviewed and shows a satisfactory financial position. The financial statement was circulated by email.

Membership – Irene & Sandra

During September, 17 members joined (including two who had previously resigned), 4 members resigned and one late renewal was processed. As at 30th September, membership on Beacon was 886. This compares with 917 in 2020.

It was agreed that conveners should be asked to request group members to check that their membership details are up-to-date. Membership details can be updated on-line by individuals or changes can be passed to the membership team to input.

It was noted that the sums reported by the membership team and the equivalent sums in the September accounts appeared to differ and need to be reconciled. **Action:** Irene/Pat.

Problems are being experienced with receipt of Webmail emails.

Secretary - Hugh

Correspondence – u3a office issued new grants advice, resulting in us applying for and receiving a £200 grant to offset open day costs. An invitation from the Trustee for Wales to participate in strategy focus groups was forwarded to members. The annual licence for the use of the Methodist Church Hall was renewed.

Covid Regulations – there have been no changes affecting u3a.

Risk Register – A marked-up copy was circulated. Committee members should forward any comments to the secretary for inclusion. **Action:** All. The updated version will be presented to the November committee meeting for approval. **Action:** Hugh.

Accident Report – the report was received. New guidance on when such reports should be submitted was issued to conveners. The report will be annotated with the action taken and put on file. **Action:** Hugh – completed.

70 memories for 70 years – It was agreed that an article should be written for the magazine. **Action:** Hugh - completed.

Zoom - usage has reduced on the second account to the point where all meetings could normally be held using the first account. It was agreed to terminate the second account and change the first account to an annual subscription to save ~16%. **Action:** Hugh.

Chairman - Shelagh & Nicky

An invitation to participate in a Welsh strategy focus group has been received and will be circulated to the committee. **Action:** Shelagh.

A drop-in session on the Chepstow Place Plan will be held at the Drill Hall next week. Nicky and Shelagh will attend.

The new website group met with an expert on website construction from another u3a, who provided valuable food for thought. The group will meet again to discuss the way forward and report back.

Trustee inductions will be arranged for Jenny, Ann and Laraine. **Action:** Shelagh/Nicky.

Any other business

Derek Shottin presented the proposed budget for the 2022 Walking Week at Buxton. With a £25 subsidy for single occupancy (£150 instead of £175), the break-even is with 42 participants. There was discussion on possible late cancellations. It was agreed that the booking form should spell out the cancellation policy, advise participants to take out any required cancellation insurance and request all necessary information, including next-of-kin information and an acknowledgement of the terms and conditions. **Action:** Derek.

It was suggested that u3a bios might be procured for use and giveaways. Costs etc. are to be researched and reported back at the next meeting. **Action:** Sandra, Marion.

Next meeting: Tuesday 2nd November at 11:30 am at the Drill Hall