

**Minutes of Committee Meeting held at the
Laura Trott Centre at 1.30pm on Thursday, 20th April 2023**

Stewart Walter (SW2) Vice Chair	Lesley Casson (LC) Group Co-ordinator
Christine Dugdale (CD) Membership Secretary	Andy Smith (AS) Committee Member
Jean Wardrop (JW) RUG Co-ordinator	Malcolm Luff (ML) Committee Member
Stewart Wagstaff (SW) Asst. Programme Editor	Frank Sluter (FS) Co-opted member
Sue Allum (SA) Speaker Secretary	Heather Douglas (HD) Co-opted member
Malcolm Luff (ML) Committee Member	Christine Luff (CL) Secretary

- 1. Apologies:** Stephen Sell, Rob Scott, John Durrant, Peter Harris, Vanessa Lucas, Ray Lucas.
- 2. Minutes of the previous Meeting** held on 16th March 2023 agreed.
- 3. Matters Arising from the Minutes, not being discussed later:**

Following the announcement at last month's meeting, no-one has come forward to offer help for Peter with the website.

4. Chair's Report:

No report this month due to absence.

5. Vice Chair's Report:

Our last meeting in March was again well attended and the speaker did not disappoint. Gary Matthews proved to be an excellent speaker and his talk on the Gardens of Easton Lodge was informative and well received with very few people leaving before the end. Personally, I was not aware of Easton Lodge and will now be thinking about a visit later this year.

There was the inevitable queue of people to renew their membership which I think was handled pretty well with the revised table layout. Thanks go to Frank and Carol who managed the situation very well. Undoubtedly there will be queues for renewals at our April meeting with the added complication that this is the first chance for members to pick up their new cards. How we handle this is something to be discussed at today's committee meeting, but we need to be firm with a 14.15 cut-off time to allow the AGM to start on time. If we can't get all renewals done on the day, then we should remind people that if they want to renew in person then this can also be done in May.

Despite a plea from the platform for volunteers with IT experience, nobody has come forward to help Peter with the website. Lacking cover for Peter is worrying, and over the next few months we perhaps need to be more proactive to find a suitable "volunteer".

6. Business Secretary's Report:

u3a mailings and web contacts circulated.

Steve's new email address amended on Portal + u3a office, East of England and BArts.

Confirmation of number of paid-up members as at 31st March 2023 still awaited for annual return as it has to be submitted by 30th April 2023.

CD to email number to CL

Copy of email sent by Cllr Dee Hart to Broxbourne was forwarded to Steve by Steve Gollop giving 'feedback' following a visit she had to a local care home in Cheshunt where the residents raised various points about our meetings at Laura Trott.

This to be discussed at our next Committee meeting.

7. Treasurer's report:

<u>Monetary Assets as at 14th April 2023</u>	
Main Account	£3,470.07
Groups Account (Restricted)	<u>£15,690.47</u>
	£19,160.54
Cash Floats:-	
Membership Secretary	£50.00
Books	£5.00
Tea & Coffee	£10.00
Cash in hand held by Groups	<u>£4,609.04</u>
	<u><u>£23,834.58</u></u>

Since the 14th March (when I wrote the accounts up for the last committee meeting), there has only been a net amount of £498.50 received from members' on-line fees. Due to an error at the first membership afternoon £300 too much was taken from one member and had to be refunded. So to date we have only received a total of £1784. It appears that no money has yet been credited from the Square organisation and I have asked Christine to chase them up. She should have the approximate amount due.

Other receipts have been: Books £12, Puzzles £35, Raffle £108 and Teas & Coffees £29.29 and Groups £6350.

Outgoings are TAM (until March 2023) £254.60, March Speaker £80, Broxbourne Arts Forum (subscription until March 2024) £35 and hire charges for Committee meetings and Main meetings (until August), £257.38 and £987.46 respectively. The Group expenditure has been £6100.

The Dell Laptop that I held since being given it by Barry/Christine, has now

been passed to Andy as it is a lot better than the Acer Laptop that was used for speakers etc.

At the committee meeting on 19th May 2022, I said I would probably need a new printer and after almost a year of coaxing it along, it finally started to smoulder last month, so I went to John Lewis and purchased a new Brother Mono Laser Printer for £163 with a two-year guarantee.

I'm not certain, but did we put into the AGM agenda the fact that we need a proposer and seconder for the Examiner of the accounts (Auditor)?

Action: The requirement for a proposer and seconder for the auditor had not been included in the agenda published in the March newsletter. If it could not be included in the April newsletter then it will be necessary to ask for proposer and seconder from the floor.

8. Membership Secretary's Report:

310 members attended the March meeting.

Membership renewal is going well with approx. 200 outstanding. New cards are being printed when payment has been received and will be available for collection at the next meeting. Some have been posted where stamped and addressed envelopes have been provided, or via Group Leaders if requested.

There have been some problems with the Square account which are being resolved. We have £6300 pending transfer to our account, and hopefully this will be resolved by next week.

I attended a Zoom meeting for Membership Secretaries. This highlighted the fact that there is no standard procedure used by individual u3a's for registering members attending meetings, with some not using membership cards to sign in and others only using them at AGMs.

AS gave demonstration of proposed new booking-in for registration using hand held scanners which will be trialled at our next meeting. Cost was under £50. If successful AS said he would be prepared to let other u3a's have copies of the software that he has written.

9. RUG Co-ordinator's Report:

Jean confirmed that she will stay on at present, but due to her health she may have to step down in the future.

The tea bar will be operated on a 3 monthly basis by 2 of the RUGs.

LC still has cups and will let JW know when these run out. CD agreed to order them in the future.

The H&S issues associated with providing refreshments was touched upon including lids for the cups. **To be discussed further at May Committee Meeting.**

More RUGs / Volunteers are required, and it was agreed that a request would be made at the meeting and in the programme. There are currently only 7 "regular" volunteers which represents 1% of the current membership.

10. Speaker Secretary's Report:

Community table will be taken by Jane Atkins of Age UK this month, and by Deborah Williams May of Neighbourhood Watch at our May meeting.

Our speaker this month will be Mike Barbakoff and will be speaking on World War II – The history of Bletchley Park. He would like to use our equipment to give his PowerPoint presentation. He will also require a table.

June Bunten had asked if she could have a table to sell her craft items with all proceeds going to the Alzheimer's Society. It was agreed to offer her a table at the June meeting.

11. Group Co-ordinator's Report:

Lesley confirmed she was stepping down from the committee at the AGM and asked if a Group Co-ordinator had been found. She said she would email all Group Leaders to see if anyone would be prepared to take on the role.

During the meeting Frank Sluter volunteered to take on the role of Group Co-ordinator when the time was right given other commitments. *(Note: after the meeting Frank contacted the Chair to reaffirm that he would volunteer to take on the role with immediate effect).*

She agreed to stay on as Group Co-ordinator whilst a replacement was found, but not for more than 2-3 months.

Group Leaders would also be advised by email to close their tables by 2pm to allow AGM to start at 2.15pm.

2 RUGs would be required this month as 'meeters and greeters'.

Due to a lack of support and negative on-line comments received by Lesley, the Facebook page will be closed by the end of the month and VL will be advised so that it can be taken out of the programme.

12. Website co-ordinator's Report:

Nothing to report but still receiving lots of hits.

13. Programme Editor's Report:

It was agreed that 450 copies of the programme will be ordered for this month's meeting, and this will go to the printers at 20.00 today, 20 April 2023.

14. Events Co-ordinator's Report:

The change in table layout at last month's meeting to accommodate the anticipated long queues at the membership table appeared reasonably successful. As well as other members wishing to rejoin this month, we can expect many expecting to collect their membership cards.

It was felt necessary that this change should apply for at least two months. This was agreed with an additional 2 tables and 3 chairs for the new cards to be collected. FS offered to help and ML said he had spoken to Jan Seibert, a previous membership secretary and she was willing to help. If we can get another 'volunteer' that would be welcomed.

Chairs will also be required in front of the 'stage' for Committee Members,

15. Any Other Business:

AGM. Tables including Membership tables will close at 2pm to allow AGM to start at 2.15pm.

Announcement to be made that anyone that hasn't been able to join or renew by 2pm, can do so online or at our May meeting, or between 3.30pm and 4pm at the end of this month's meeting.

Thanks were given to AS for all the hard work he had undertaken in setting up the new booking-in system.

16. Main Meeting & AGM : 1.30pm on Thursday 27th April 2023

17. Next Committee Meeting : 1.30pm on Thursday 18th May 2023

The meeting closed at 3.00pm