

**Minutes of Committee Meeting held at the
Laura Trott Centre at 1.30pm on Thursday, 16th February 2023**

Stephen Sell (SS) Chair	Sue Allum (SA) Speaker Secretary
Rob Scott (RS) Treasurer	Malcolm Luff (ML) Committee Member
Christine Dugdale (CD) Membership Secretary	John Durrant (JD) Events Coordinator
Jean Wardrop (JW) RUG Co-ordinator	Frank Sluter (FS) Co-opted member
Stewart Wagstaff (SW) Asst. Programme Editor	Christine Luff (CL) Secretary
Vanessa Lucas (VL) Asst. Programme Editor	

1. Apologies: Stewart Walter, Peter Harris, Lesley Casson, Heather Douglas, Andy Smith, Ray Lucas.

2. Minutes of the previous Meeting held on 19th January 2023 agreed.

3. Matters Arising from the Minutes, not being discussed later:

Use of Barcode Scanner for Booking in Members

Andy reported that he had made good progress in looking into this method of booking in, and has a fully functioning Excel Spreadsheet that with a £16 hand scanner will read our current membership card barcode and lookup from an exported Beacon file of all members - Member Name, Status (Current, Lapsed, Deceased or Resigned) and also count the members through the door.

I visited Hertford u3a last week to have a look at their system and was pleased to find that I have come up with a very similar solution to them, thanks to their Membership secretary for her assistance.

I believe that this system should run on the old speaker laptop and so the total expenditure to implement it would be the cost of two barcode scanners. circa £32, it might also need an update to the Excel version on it.

I have sent a copy of the system to Christine D. It can be run by anyone by typing in the membership in place of scanning the barcode, if anyone would like to have a copy in my absence whilst recovering from my knee op, let me know and I will send a copy.

SW offered to deliver the laptop to Andy after the main meeting.

Membership renewals

The additional dates were confirmed so that amended details can be put into the February programme - Wednesday 8th and Thursday 9th March 2023 from 1pm to 4pm in the upstairs bar area at Laura Trott Centre.

Wednesday 8th March CD, JD, ML & CL will attend

Thursday 9th March CD, SA, FD & SS will attend.

Christmas meeting 2022.

It was agreed that as the hall is a gym and is not normally used as a venue for functions, the problem with the temperature could not be improved upon. We will be mindful of that for our Christmas meeting this year.

4. Chair's Report:

Welcome to our February meeting. The good news is that Spring is now within sight.

I have received quite a lot of positive feedback about our January speaker Martin Lloyd. I'm always a little concerned when a speaker decides to forgo visual aids; however, Martin proved an accomplished speaker and he kept everyone entertained with his book writing tales. Who knew it was so difficult to get a book published!

Martin played it his way, however there was no question of him going up on stage to present because he had decided to set the microphone on a stand exactly to the right height. He also made it clear to me that he considered it a waste of time to take questions from the floor at the end of his talk because most of the audience would not be listening. Far better for members to ask their questions individually instead.

As agreed, membership renewals will commence at next week's meeting, and this will give Frank and Christine Bolton (not Carol) their first opportunity to experience the process under Christine's guidance. They will then share the special renewal dates on March 8th and 9th. I believe these are now booked for 13.00 till 15.00 and Jean has offered to provide refreshment. Can I ask that both these dates and the revised times are notified in February's newsletter.

As usual I have seen plenty of opportunities to join East of England Zoom meetings this month. I have also received an email from Barbara Cordina listing consideration of issues that may arise in relation to the operation of group sharing arrangements. It tends to bear out the discussion which we had at January's meeting so I decided to copy the email for incorporation in to the minutes of this meeting.

EMAIL TO ALL CHAIRS IN EAST OF ENGLAND

I am aware that many of our u3as share their groups with neighbouring u3as, which is of course an excellent way of increasing opportunities for your members. It does mean that the host u3as are responsible for the shared activities when 'outside' members are attending.

There are several points which you should bear in mind when making such arrangements which should be agreed, in writing, by all parties involved, and updated as required. Please see below some guidelines which may be useful to you.

Consideration should be given to the following issues which may arise, you may well think of others. This has not been generated by TAT. Please let me know if you have any further queries or require further clarification. It will be the responsibility of each u3a committee to discuss and agree the terms.

- 1. To avoid u3as losing members to other u3as, the arrangement should be available specifically for groups which are unable to recruit enough members within their own u3a to make a group viable. It is not intended for currently successful groups as this may lead to movement of members to the guest u3a because they have a particularly good group. The aim is to support groups with numbers which are not viable.*
- 2. Persons joining a group must prove they are a fully paid up member of one of the u3as party to this arrangement by showing their current membership card to the leader, completed with emergency contact information on the reverse.*
- 3. It should be the group leader's decision, with agreement from their committee, to open up their interest group to members of other u3as who are party to the agreement. Group leaders should initially contact their Group Coordinator to discuss their situation.*
- 4. If an interest group becomes oversubscribed due to this arrangement, then non registered members would be asked to leave or join the host U3A. This should be made clear to them when they initially join the group and ensures that group leaders are able to offer places to paid-up members of their own u3a, at all times.*
- 5. Current charges for the relevant groups will apply to all.*
- 6. These arrangements will apply only to interest groups and will not include attendance at main meetings.*
- 7. All issues arising regarding these groups will be referred to the host U3A committee who have responsibility for 'outside' members whilst attending the host group.*
- 8. It is recommended that risk assessments are in place and that 'outside' members are made aware of these as well as host members.*
- 9. Group leaders should keep a record of attendances by 'outside' members, and which u3a they belong to, in case a query as to who was in attendance at any time should arise.*
- 10. All u3a members are covered by the TAT third party liability insurance provided they are fully paid up members of a u3a.*
- 11. Clear guidance should be given to all u3a members as to which specific group(s), within which u3as, are available. It can be a major problem if members are not aware that the opportunities are limited to certain groups.*
- 12. A reciprocal agreement between the committees of the u3as should be set up, agreed by all relevant committees and signed by a representative of each u3a with copies distributed to all.*

Following discussion, it was felt that we are generally adhering to these guidelines.

5. Vice Chair's Report:

I would echo Steve's thoughts about last month's speaker: despite no visual aids he spoke very well and was entertaining. I had a comment that he was difficult to see from the back, but he didn't want to get onto the stage because he wanted to be next to his table and "assistant".

There continues to be a plethora of emails that Christine circulates from various u3a bodies of varying degrees of interest. Although each u3a is autonomous, it does seem that there is a trend towards a more corporate centralised approach. Some of this seems to be geared towards increasing membership, perhaps some u3a are struggling. At the moment this is not the case with Cheshunt and may be a testament to the committed volunteers we have running groups and great track record for speakers.

Finally, I will not be at this month's meeting and so thanks to Tony Eagling for stepping in to manage the sound system.

6. Business Secretary's Report:

u3a mailings and web contacts circulated, including Brandenburg.

Information on Committee Details Portal received, and Rob and Steve confirmed that they too had received this.

2 enquiries received via the website, one wishing to join and another regarding renewal. Information has been provided to them along with Christine D's email address.

Request for update on our details and future 'events' received from BArts. Sue has given me the information of forthcoming speakers for the period May to September 2023 and I will now respond.

7. Treasurer's Report

Monetary Assets as at 15th February 2023

Main Account	£3,736.57
Groups Account (Restricted)	<u>£13,060.10</u>
	£16,796.67
Cash Floats:-	
Membership Secretary	£50.00
Books	£5.00
Tea & Coffee	£10.00
Cash in Hand held by Grps	<u>£4,609.04</u>
	<u>£21,470.71</u>

Since the last committee meeting (when I had written the books up until 13th January), there hasn't been an awful lot of movement in the bank accounts:

The main account has received Membership Fees of £86.00 and Raffle money of £112.05 and paid out £120.00 for the January Speaker, £90.00 for cups for the main meetings, £20.00 for a prezzy for Linda Gollop, £120.00 for January Newsletter printing and £160.00 for the room hire for the Membership renewal days in March.

The Group Leaders have paid in £6575.00 and out £5235.00.

I still need to pay in £38.57 re Tea and Coffee from last month's meeting and there is still a cheque of £102.21 to be given to Jean for December refreshments.

8. Membership Secretary's Report:

Christine read out the u3a mailing 'Important Information and a Request' giving details of two ideas the Board have been working on – the u3a council and a possible conference.

The consensus was that we would not wish to travel to an annual conference.

Pale blue was the colour agreed for the 2023/2024 membership card.

The membership forms have been amended to allow space for 'change of address' and 'emergency contact number(s)'. Emergency contact numbers (ICE) must be provided to all Group Leaders.

New members and renewals will be accepted at the February meeting. Forms will also be available on the website and should make it clear which is for a 'new' member and which is for renewal.

Additional tables will be required, one for the forms and a table to sit at to complete them, with space between the Membership table and New Members tables to avoid crowding.

New membership cards will be available for collection at the April meeting,

The possibility of getting a PO Box in the future for return of forms for renewal was suggested, with members providing a stamped and addressed envelope for return.

At the January meeting 302 members attended and 20 visitors.

9. RUG Co-ordinator's Report:

All going well. 500 cups were supplied in January and CD offered to get them from Amazon when they are next required.

10. Speaker Secretary's Report:

Thank you for the feedback on our January speaker.

This month's speaker, Andrew Baker, requires our equipment and will be bringing USB for his PowerPoint presentation.

I now have 2 USB's, 45 minutes each, of 'Singing for Fun' and My Life in Music' as back-up in case any speakers pull out at the last minute.

11. Group Co-ordinator's Report:

A complaint has been made by the Spanish group regarding the group sharing entry in the programme by Waltham Abbey u3a. They were fine with the beginner class being advertised but not the Intermediate class which was sneaked in at the end. Our group is actively seeking intermediates to join them, and they feel this is detrimental. I have asked for the entire entry to be removed and just the basic details to be left in the Group Sharing list. We don't normally give that much publicity to another u3a group anyway.

Meeters and Greeters from Almost Loose Women have been confirmed.

Three Valleys Male Voice Choir will be back on the Community Table this month. Does anyone have any ideas for March?

Fire Safety and the Library were suggested.

12. Website co-ordinator's Report:

Just one thing to report, normally we have around 4,500 hits per month, January we had 10,469 and already for February we have in excess of 5,000.

Help in building new website to be picked up at next meeting.

Committee members to be updated on website, as still showing Steve Gollop as chairman.

13. Programme Editor's Report:

Amended dates for renewal to be printed in this month's programme along with instructions on how to renew.

500 programmes to be printed along with 150 Renewal Forms and 100 New Members Forms.

14. Events Co-ordinator's Report:

Additional tables required this month for renewals, plus table and circle of chairs adjacent to the tea bar.

Queues to be controlled where possible.

15. Any Other Business:

SA asked if raffle prizes should be reduced but it was agreed they should remain the same at present.

16. Main Meeting: 1.30pm on Thursday 23rd February 2023

17. Next Committee Meeting: 1.30pm on Thursday 16th March 2023

The meeting closed at 3.20pm.