

**Minutes of Committee Meeting held at the
Laura Trott Centre at 1.30pm on Thursday, 15th June 2023**

Steve Sell (SS) Chair	John Durrant (JD) Events Co-ordinator
Stewart Walter (SW2) Vice Chair	Andy Smith (AS) Committee Member
Christine Luff (CL) Secretary	Frank Sluter (FS) Group Co-ordinator
Stewart Wagstaff (SW) Asst. Programme Editor	Malcolm Luff (ML) Committee member
Sue Allum (SA) Speaker Secretary	Vanessa Lucas (VL) Committee member

1. Apologies: Jean Wardrop, Peter Harris, Christine Dugdale, Rob Scott.

2. Minutes of the previous Meeting held on 20th April 2023 agreed.

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

There was no update from RS or CD about the situation with monies being received from Square. Because of the importance of this issue for our u3a, it was requested that RS add this to his report for inclusion in the minutes as an update on the situation.

Action: RS

Because of ill health Jean can no longer be relied on to run the tea bar. It is believed that Hilary Burling will run the refreshments at the June meeting but Steve will call her to check and will talk to Hilary at the meeting to clarify her situation about taking over (in conjunction with Tony Knight). It was agreed that a notice calling for volunteers should be included in this months program and that Steve should make an announcement at the meeting.

Action: SS

Stewart Walter still needs to circulate the list of speakers provided by Sue to the rest of the committee.

Action: SW2

4. Chair's Report:

I would like to welcome you all to our June committee meeting.

The reappointment of the independent examiner was addressed at the May u3a meeting and Bill Nevard needs to be recorded as Proposer with Doreen Cole the Secunder. There seemed to be sufficient members in favour although I imagine it means little to many members. The May meeting was again very well attended. Bobbie Darbyshire presented an entertaining talk about the

inspirations for novelists, with a large emphasis on her own set of novels of course. As one would expect these were well promoted throughout the talk.

There were a reasonable number of newsletters/ programmes left over at the end of the meeting. Steve Gollop took a number for the local library. Despite receiving encouragement from the Laura Trott Centre several months ago to leave a quantity in the Laura Trott racks I did find this time that all those in the entrance lobby were allocated to specific centre activities. Instead, I was forced to consolidate leaflets on the wall behind reception and as a result these were presumably not spotted so that a large number have remained there this time.

As usual there have been a few emails from East of England and National u3a. Particularly the newsletters now produced regularly together with reports of Zoom interest events.

I hope that Rob is now finding that he can reconcile the membership amounts received via Square and that these are being credited to the bank account promptly.

5. Vice Chair's Report:

I was away on holiday for our last monthly meeting in May, but I understand that everything again ran smoothly. Thanks to Andy for taking over responsibility for the sound system. Next week is our u3a cycling holiday in Norfolk so once again I will not be able to attend the meeting and so will again need a capable volunteer to manage the sound system. This will probably be Andy again, but it would be useful to try to enlist a third person without group responsibilities to be able to step in when required.

It seems that there has been some progress with migrating the u3a websites to a new host and redesigning the layout. Although Peter volunteered us as a guinea-pig it seems we were not chosen or needed and during July it is planned to release as live the first sites migrated. Peter is following this process and at his request I will be happy to assist in a non-technical way with user input and feedback.

6. Business Secretary's Report:

u3a mailings and web contacts circulated. These included reminders to register to vote in the forthcoming u3a AGM on 18 October 2023 and of u3a week to be celebrated during the week of 16 – 24 September 2023.

Name badges – I need confirmation of who needs these so that they can be ordered. Also not sure who has the 'Volunteers' badges and how many are left.

Action: Andy, Frank and Vanessa do not have name badges which they should have as members of the committee. Nobody knew how many "volunteer" badges are left. CL said Lesley originally had these and she would check with Lesley, and/or in crates next week at the main meeting.

Action: CL to check with Lesley

7. Treasurer's report:

Monetary Assets as at 14th June 2023

Main Account	£6,478.56
Groups Account (Restricted)	<u>£14,423.22</u>
	£20,901.78
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>£25,575.82</u>

I have filed the latest accounts with the Charity Commissioners.

There hasn't been an awful amount of activity over the last month:-

Membership Fees received £515, Raffle £54.55, Books £12, Puzzles £60 T&C £35.85 and Derek Webster returned the Bird Watching Float of £15.04 as they are closing the Group.

Main a/c payments have been:- May speaker £100, May Newsletter £132.

The Groups have paid in £7020 and paid out £5837.

8. Membership Secretary's Report:

Membership statistics 15th June 2023:

Current members	794
Deceased	15
Lapsed	216
Resigned	25
TOTAL	1,050

Current members by class

Associate	92	12%
Associate Joint	29	4%
Individual	462	58%
Joint	211	27%
TOTAL	794	

Male 235 30% Female 549 69%

It was raised and agreed at the meeting that the new membership cards should be kept by a committee member locally so that if Christine cannot attend the monthly meeting they would still be available.

Action: Malcolm agree to hold the cards.

9. RUG Co-ordinator's Report:

Meeters and Greeters for the next meeting are from the badminton and table tennis group. We need to continue to ask for new RUGs from the membership.

10. Speaker Secretary's Report:

There will be no community table at the June meeting. In July Lynn, the Tesco community liaison lady will be on the community table. After being approached by Sue, Tesco have donated wine and chocolates to be included in the raffle prizes for June. Tesco have also donated tea, coffee and biscuits for the refreshment table. These are not needed this month but will be used at the July meeting.

Deborah Williams-May a PCSO from neighbourhood watch sent Sue a very appreciative email after attending the May meeting. She is seen as a good contact in this important organisation and very approachable so will be offered the community table again later in the year.

The cheque for May's speaker Bobbie Darbyshire was not available on the day but she agreed to be paid by bank transfer. The cheque has been cancelled and will be returned to Rob Scott.

This month's speaker Howard Slater will bring his own equipment: laptop, projector and sound system so only requires a screen. We will erect our sound system anyway but if he insists on using his own that will be OK.

11. Group Co-ordinator's Report:

Frank has solved his computer problems and successfully sent out the reminders this month. At the meeting Frank reported that some of the emails on his list were erroneous. There were some corrections available from other members of the committee, but Frank should have access to Beacon.

Action: CD to give Frank access to Beacon

12. Website co-ordinator's Report:

Things are now moving forward with the u3a SiteWorks webpage project. 20 u3a's had been selected as "pioneer" sites and are due to go live in July. The project will then be extended to other u3a's. We will retain "cheshuntu3a" in the webpage name and there will be a link to redirect people from the current website url. Peter will continue to engage with the development team and Stewart will assist in a non-technical way as a user.

13. Programme Editor's Report:

Attendees are generally lower in the summer so the print run will be reduced to 450 copies for this month's meeting. Peter Harris has agreed to collect the programs this month. Deadline for copy for July is 18th July.

An appeal for volunteers will be included in the June program, Stewart to provide Vanessa with appropriate wording.

14. Events Co-ordinator's Report:

A table with new cards available for members to collect will be located before the registration table. This will need to be manned and a volunteer(s) required. (*Post meeting note, Barry/Jan Wallace have volunteered*). Heather has requested an additional table because here group is so busy.

JD will not be available at the next meeting but LT staff have the plan and this can be adjusted on the day. Malcolm offered to help organise.

15. Any Other Business:

- **Funding request for a new sound system for the singing group:**

SW informed the meeting that Barry Wallace had previously purchased 2 sound systems for the group from his own money. A new system is now required and Barry had been told that he should not be required to purchase from his own money but use group funds. There was some confusion as to how much the singing group had in their funds as Rob thought this was in excess of £500 but Barry did not think so. The new sound system cost is approximately £240.

It was agreed that any purchase should be made out of group funds and not from the general u3a account. If there is enough in the group funds this should be used, if not then Barry could increase meeting subscriptions to raise the additional funds.

- Andy Smith reported that he had tried to contact the wider u3a to offer his software for member registrations. He had used the "info@u3a.org.uk" email from the monthly newsletter, but has received no response. He will try again using the Beacon contact details.
- Andy also noted that he had bought a laptop lock for the registration computer at a cost of £5 which need to be reimbursed. This was after Andy saw the laptop sitting unguarded on the registration desk at the end of the last meeting so is a sensible precaution.

16. Main Meeting & AGM : 1.30pm on Thursday 22nd June 2023

17. Next Committee Meeting : 1.30pm on Thursday 20th July 2023

The meeting closed at 15.10