

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

Stephen Sell (SS) Chair	Sue Allum (SA) Speaker Secretary
Stewart Walter (SW2) Vice-Chair	Malcolm Luff (ML) Committee Member
Christine Dugdale (CD) Membership Secretary	John Durrant (JD) Events Coordinator
Stewart Wagstaff (SW) Asst. Programme Editor	Christine Luff (CL) Secretary
Vanessa Lucas (VL) Asst. Programme Editor	

1. Apologies: Rob Scott, Peter Harris, Lesley Casson, Jean Wardrop, Heather Douglas, Frank Sluter, Andy Smith, Lesley Casson, Ray Lucas.

2. Minutes of the previous Meeting held on 16th February 2023 agreed.

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

SW had not been able to access the old laptop to deliver to Andy Smith. SW2 confirmed that the laptop was in the storage cage with the sound equipment and would access after the committee meeting.

4. Chair's Report:

Welcome to our March meeting. Today as well as dealing with the arrangements for the March meeting next week, I would like to discuss preparations for the AGM in April. I sent out a Chairman Annual Report for this months' programme. Hopefully it reflects accurately what occurred during the year but if any errors have been identified then they can be amended.

I would like to take this opportunity of thanking you all for your contributions throughout the last year. It is reassuring to know that the spirit of willingness and co-operation within this committee is as strong as ever and, I believe, is key to our u3as continued growth.

Our February speaker Andrew Baker seemed to be very well received. Although he was very particular about his requirements and extremely prickly to talk to he did deliver a polished and interesting talk. It was so comprehensive that there was no need for questions at the end.

My thanks to Christine Dugdale, Christine Bolton and Frank Sluter for processing all the membership renewals at the February meeting and the 2 special sessions in the bar area. Also thanks to everyone on the Committee who helped guide members at these sessions. I was at the Wednesday session and despite the weather I know that it was very worthwhile. Predictably there were still long queues at the February meeting, and it will be sensible to discuss today amendments to table locations for the March meeting to help reduce the congestion.

5. Vice Chair's Report:

Nothing to report this month due to extended absence through February.

6. Business Secretary's Report:

u3a mailings and web contacts circulated.

Committee members details updated on u3a Portal.

Update of our details and future events forwarded to BArts.

7. Treasurer's Report**Monetary Assets as at 14th March 2023**

Main Account	£3,947.42
Groups Account (Restricted)	<u>£15,721.40</u>
	£19,668.82
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>£24,342.86</u>

Since the last meeting, Membership Fees have increased by £1055.50, Book receipts by £29, Raffle by £82.86 and Refreshments by £64.65.

Outgoings have been: December refreshments and LT staff prezzies £117.06, Feb Speaker £170 and Back up memory sticks from Andy Smith - (a previous speaker) - in case there is a 'no show' from future speakers - £60. The last outgoing was £177.60 for the February Newsletters and Membership Forms.

The Group Leaders have paid in £4527.80 and out £1866.50 and currently all groups are in credit at the bank.

The auditor has finished checking the accounts and they have now been signed off by her as well as Steve and myself and are now at the printers. They need to be given out at the March meeting in readiness for any AGM questions and perhaps this could be made clear from the stage, Steve?

8. Membership Secretary's Report:

The 2 membership renewal days were a success with approximately 80 renewals on 8th March and 100 on the 9th. A further 120 renewed at the February meeting. This leaves 425 current members still to renew (last year 58 did not renew).

In order to try to manage the queue and minimise congestion near the door at the next meeting, it was proposed to resite the membership tables further down the wall towards the tea bar, with the book stalls moving up towards the door. It was also proposed to move the community tables into the area of the group tables to allow more space and flexibility. It was also proposed to have an additional table near the registration desk with blank membership forms available where people could fill in all their documents rather than doing so at the membership table. The final arrangement will be subject to a review and adjustment as necessary on the day and will be in place for the next 2 months.

At the April meeting there will be a strict cutoff time for membership renewals at 14.00 to ensure that the AGM can start promptly at 14.15.

Members need to be reminded that that can also renew at the May meeting. A further renewal afternoon in addition to the monthly meetings will be considered after CD returns from holiday in early April.

No new membership cards will be available until the April meeting. These can be given out to members who have renewed at a separate table near the registration desk, away from the membership renewal table to avoid unnecessary congestion.

Membership statistics to date:

Current members	772
Deceased	13
Lapsed	223
Resigned	13
TOTAL	1,021

Current members by class

Associate	91	12%
Associate Joint	28	3%
Individual	445	58%
Joint	208	27%
TOTAL	772	

Male	229	30%
Female	536	69%

Those with email access 617 80%

At the February meeting 272 members attended.

Action: JD to coordinate revised layout with LT staff.

9. RUG Co-ordinator's Report:

Jean could not attend the meeting but asked to be informed of any extra RUGs required for March. SA requested one RUG for help with the raffle because Frank will be working on the membership table.

Action: SA to request RUG from Jean

10. Speaker Secretary's Report:

Deborah from the Neighbourhood Watch team will be attending the community table at the March meeting and will require an extra table for "bits and pieces".

This month's speaker, Gary Matthew will be bringing his own equipment but will require ours as backup. It was commented that we need him to be presenting from the stage.

Speakers have now all been arranged for this year. SA requires dates for 2024 meetings from RS when available.

Action: JD extra table for community table.

11. Group Co-ordinator's Report:

A lady called Avril Hindi approached me at the last meeting with a view to setting up a group doing psychic readings. She is a new member and obviously not familiar with our principles as she said she wouldn't charge much! I explained that she couldn't charge for her services, only things like room hire, and she said it would get her known so she could do private readings at home. I took her details and said I would run it past the Committee. I am not a believer in psychics but I personally feel this is not suitable for a u3a group as I think she is using it as a platform to get customers. She started 'reading' me but it was so general it could have applied to anyone and she also got one thing very wrong. I would welcome the Committee's view as to whether to proceed with this, but as I am standing down shortly I won't be the one taking it forward.

Action: The committee unanimously agreed that this is not something that the u3a should support.

Carole Batter had a lady at the New Members' Group who used to work at a care home and is willing to give practical advice to anyone who has a loved one in care. She could perhaps have a table at a main meeting rather like Kathi Broad did with crime prevention, or an occasional small meeting in the Tesco community room. Is this something we want to get involved with?

Action: The committee unanimously agreed that this is something we would support and would like to pursue.

Meeters and greeters this month are from the Rummikub Group and Peter has organised his volunteers.

12. Website co-ordinator's Report:

I mentioned redeveloping the website however after seeing the email you sent (refers to u3a redesigning the website) I feel it wise to see exactly what they come up with. WordPress is a solid system along the lines I wanted to go. They will make all the transfers although I will run a backup once we have been informed of a due date. I would like assistance so that we have several operators able to make changes.

Since declaring that we will be looking at other Web sites and dropping Sitebuilder our monthly hits have gone from an average of 3,500 to 4,200 to 10,469 in January, over 14000 in February and halfway through March we have tallied 6,753 during the normally quite first two weeks of the month.

Action: SS to make an announcement at the main meeting appealing for anybody with IT expertise who would like to help Peter to put themselves forward.

13. Programme Editor's Report:

Lengthy discussion about the format for this months newsletter which needs to include Chair's annual report and notice and agenda for the AGM.

It was finally agreed that for this month only, the programme would be expanded from 20 to 24 pages, leaving the Chairs report in the "standard size" 16 pt text covering 2.3 pages. The Agenda for the AGM will be a single page based on previous years. The proposal to raise the membership fee will be included in the section after the Treasurers report. We will include a note that questions need to be sent by email to CL two weeks before the AGM.

Action: CL will provide copy for the agenda and note for sending questions to VL/RL before deadline on 19th March.

Print run this month will be 500 copies.

14. Events Co-ordinator's Report:

All issues covered previously in the meeting. A number of action points for next monthly meeting.

15. Any Other Business: Nothing raised

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

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

The meeting closed at 15.15.