

**Minutes of Committee Meeting held at the
Laura Trott Centre at 2.00pm on Thursday, 19th October 2023**

Steve Sell (SS) Chair	Sue Allum (SA) Speaker Secretary
Stewart Walter (SW2) Vice Chair	Andy Smith (AS) Committee Member
Christine Luff (CL) Secretary	Frank Sluter (FS) Group Co-ordinator
Rob Scott (RS) Treasurer	Malcolm Luff (ML) Committee member
Tony Knight (TK) RUGS Co-ordinator	John Durrant (JD) Events Co-ordinator
Peter Harris (PH) Website Co-ordinator	Vanessa Lucas (VL) Committee member
Stewart Wagstaff (SW) Asst. Program Editor	

- 1. Apologies:** Christine Dugdale, Heather Douglas.
- 2. Minutes of the previous Meeting** held on 21st September 2023 agreed.
- 3. Matters Arising from the Minutes, not being discussed later:**

None

4. Chair’s Report:

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

Following on from the previous Group Leader’s meeting we obviously need to make this a shorter and more concise meeting than usual. So, if you can please try to avoid lengthy discussion on matters and keep to u3a business if possible.

Our speaker at the September meeting Helen Fry gave us another interesting talk, this time on Women in Intelligence. As before she requested tables and opening of doors for greater ventilation but thankfully Stewart rose to the occasion as usual.

We have received the usual selection of emails from the Third Age Trust and the East of England Region. If you would like to participate in any of the group opportunities offered or make any specific comments on behalf of Cheshunt u3a please let the Committee know.

I have just received notification from Barbara Cordina that she has finally received a supply of new introductory u3a leaflets for use by the East of England region (the trifold A4 sort we have used before). She has asked for u3as to indicate if they would find them useful to let her have an address so that she can send out a pack of 50 leaflets.

I have received the usual Broxbourne Council grant application email personally (although they also still managed to send it out to Malcolm as well). I look forward to completing the same old details again this year in due course!

5. Vice Chair's Report:

The September monthly meeting was again well attended. Our speaker gave an interesting talk but was a little demanding in terms of extra tables, ventilation and lights but we were able to cope.

We do seem to be making some progress with people stepping forward to fill the vacancies we have for volunteers and to shadow some of the roles to provide backup. The biggest issue that we have at the moment is someone to help/shadow Peter with the website – despite several appeals no one has come forward although there must surely be someone out there with the skills and an interest.

Hopefully today's Group Leader Lunch was well attended as this is the prime opportunity for GL's to meet the committee and for an exchange of views to improve our u3a.

6. Business Secretary's Report:

u3a mailings and web contacts circulated.

BArts requested details of our speakers for January – May 2024 and I will send this to them.

7. Treasurer's report:

<u>Monetary Assets as at 17th September 2023</u>	
Main Account	£6,164.41
Groups Account (Restricted)	<u>£19,651.20</u>
	£25,815.61
Cash Floats:-	
Membership Secretary	£50.00
Books	£5.00
Tea & Coffee	
Cash in hand held by Groups	<u>£4,609.04</u>
	<u><u>£30,479.65</u></u>

There has been £5876.90 received into the Group account this month and £4846.56 paid out, but as can be seen from the print out, the groups are very well used by the members. The cyclists and walkers receipts for their Christmas meals has boosted the account by £822 and £815.50 respectively.

The Group Balances print-out show that after my chat with Jacqui, she has managed to get her members to pay a month in advance, plus John paying in a further £294 on their behalf; so the deficit is now down to £127.16,

which should reduce still further with more advance payments made.

Fingers crossed - they will eventually get back into credit.

Now that the Garden Visits Group has ceased, I have transferred their balance of £513.18 to the main account.

Main account receipts of £883.00 were made up of T&C £66.88, Membership fees of £207.44 net, Raffle £95.50 and the Garden Visits balance of £513.18.

Main account payments of £566.46 were from u3a Day photos £12.76, cost of additional time and room for the Group Leaders' meeting £57.66, the deposit for the committee meal on 29th February 2024 - £50.00, September programmes £156.00 and Speaker £115.00 plus food for the Group Leaders' £175.00.

I'm afraid that I have had to put on to the 'back burner' the Gift Aid and savings start up that I mentioned last month.

8. Membership Secretary's Report:

No report this month.

Christine Bolton will staff the membership table for the October meeting whilst CD is away.

RS advised that £210 had been received from new members last month.

9. RUG Co-ordinator's Report:

Following on from comment at the GL's lunch it was agreed that the meters and greeters at the monthly meetings should be increased from 2 to 4. CL reported that Barry and Janet Wallace have volunteered to be permanent M&G's now that they no longer have a table in the meetings. Tony is confident that he can find RUGS to make up a total of 4 M&G's so that groups will no longer need to provide people who are often reluctant to take on the role.

Having additional M&G's will also allow them flexibility to take time to visit group tables during the meeting and not be permanently on the door.

10. Speaker Secretary's Report:

The speaker for this month will be Nick Highham talking on "The Mercenary River, the history of London's Water". He will require a table for his books and bring his presentation on a USB stick and use our equipment.

The community table this month will be manned by the lady from fire prevention. Next month the table has been offered to the Police Prevention First group, although confirmation is awaited.

Our speaker in May, Bobby Darbyshire, had approached Sue and asked to publicise her latest book at our next meeting. It was agreed by the committee that this was not appropriate and Sue will reply and politely decline.

11. Group Co-ordinator's Report :

All going smoothly. Frank reported that he had 12 diaries left from those ordered. It was agreed that these should be offered to the RUGS and were handed to Tony to distribute.

12. Website co-ordinator's Report:

There has been no further progress with the new roll out from u3a central office. Andy and Vanessa agreed to liaise with Peter and look at what is currently available and what is required. Vanessa noted that there was an example website available which could be used for "practice".

Andy noted that the latest briefing available was that the website is expected to go live "soon". Once this happens then we can apply to join.

13. Programme Editor's Report :

500 copies are again required this month.

It was suggested that we include a form allowing people to volunteer or suggest new groups within the program. Because of the printing format this cannot be added as a single extra page but would need 4 additional pages. It was suggested that this could be a "tear out slip" on part of the back page.

Action: SW2 agreed to draft a form and Vanessa and Ray will attempt to include.

14. Events Co-ordinator's Report :

The layout for this month's meeting will be the same as for September, no new issues.

John offered a vote of thanks to Kelly at the café for provision of refreshments for the GL's lunch.

15. Any Other Business:

- **Food for Christmas meeting**

Tony asked about the food for our Christmas meeting. It was agreed there should be less mince pies (lots were left over last year) and more stollen slices. There was some discussion around the number of boxes of each with "guestimates" based on 300 attendees.

Sue agreed to contact Jean to find out the order from last year. Sue was meeting with Lynn from Tesco next week and would ask if there was any chance of getting some sort of discount on the bulk purchase.

Action: Sue to check with Lynn at Tesco.

Feedback from Group Leaders Meeting

Rodney Dixon stated that meeters and greeters were often ineffective and didn't get members around the table. Discussion followed and it was agreed that it was difficult to deal with the volume of members (and new members) who arrive in a short time window and that quite often M&G's were "reluctant volunteers". As a result it was agreed that the number of M&G's should be increased from 2 to 4.

There was a discussion about being more proactive with new members. One suggestion was for a display on the NM table of photos showing activities. Stewart Wagstaff has photos from the u3a day which he will give to Carole for display. GL's were encouraged to provide more photos of the their group activities to provide a full overview.

Encouraging new groups. Where groups are full GL's should consider whether any of their group members could start additional groups on that topic.

Steve Gollop suggested that for a new group we should first get a list of those interested in a particular topic and then arrange an informal meeting to see how it could be structured and led. This might be a better approach than trying to elect a GL first. This was agreed and Stewart Wagstaff will have a sheet on the information board for people to sign up.

Vanessa suggested we have a rolling powerpoint presentation on the screen before the speakers presentation about volunteering and groups. This was agreed and Vanessa will try to put a draft together.

16. Main Monthly Meeting : 1.30pm on Thursday 26th October 2023

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

The meeting closed at 15.00.