

**Minutes of committee meeting held at
14:00 Friday 28th April 2023**

PRESENT:

Vivienne Fleet, Chair; Susan Ogilvie, Business secretary; Ian Mayfield, Treasurer; Sue Willoughby, Group Convenor Co-ordinator; Susie Amodio, Membership secretary; David Willoughby Website Administrator.

1. Apologies

None

2. Minutes of last meeting

Accepted as a true record.

3. Matters Arising

Membership reminder and fees; see below.

4. Membership Update/Finances

It was agreed that Susie will keep the definitive list of membership. Fees are now due, and actions were agreed to remind members.

Susie will monitor membership, and when we reach approximately 15 new joiners, we'll plan to organise another introductory meeting.

Actions:

Susie to draft reminder of membership fees payment for inclusion in next newsletter. If not paying by BACS; cash or cheque can be paid at next open meeting.

Sue will include a reminder about membership to groups

Vivienne will mention membership fees at next open meeting

Susan O to include Susie's reminder in next Newsletter

SA

SW

VF

SO

5. Committee Admin

Susan O is backup for Website Access. David has forwarded the necessary access details.

The committee details have been updated on the website.

The amendments to the Bank signatories are in hand.

6. Communication and Publicity

Beacon is a U3A database. It may be useful in monitoring membership and group details.

Concern was raised about its robustness, given that other U3A groups have migrated away from using it.

David has already investigated other database options, and it seems that for a group of our size the only economically viable options are Beacon or a manual system. We must plan to take regular backups if we use Beacon.

Actions:

Sue to investigate how to set up Beacon, and train Susie in its use, and to feedback at our next meeting. **SW**

Over The Bridges**Actions:**

Susie to draft an article for OTB (using information from the website), also for inclusion in the Longframlington newsletter **SA**

We will also look at having a table at various local shows (depending on cost and availability, ideas for discussion at future meetings.

Facebook

The current Facebook page cannot be accessed. We will consider the need for a new page at later meetings.

Whatsapp

Susan O to set up Whatsapp group for committee, on the understanding that most of us use it, but David will be updated on any messages by Sue. **SO**

General note about emails – all to be specific in subject lines to help with managing incoming mail.

U3A Newsletter / 3rd Age Magazine

Not sure exactly who receives these at present. Should be group convenors and committee members.

Action: Sue to check if group convenors are receiving copies **SW**

Action: Ian to ask Lesley how to access details of the mailing list for the 3rd Age Magazine **IM**

7. Wider U3A

NNN Meeting

David has circulated the proposed mutual membership agreement. The committee agrees that the proposal is fine.

The next meeting of the NNN is 29th May.

Northumbria Region U3A

There are occasional meetings. Susan O to circulate details as and when appropriate. **SO**

Third Age Trust AGM – scheduled for 18th October. Committee to discuss at future meeting.

8. Social Events

It was agreed that we are happy with Pete Burrows continuing in his current role without being on the committee. Vivienne is on the sub-committee and will feed back to the main committee as necessary.

Pete is organising a summer quiz.

Summer Garden Party

This is separate from Pete's remit.

Reminder email needed towards the end of May **SO**

Vivienne to check with Tony to confirm booking. Also check with Rosie regarding the musical entertainment. Feedback from this confirms that Rosie and Graham are happy to stand down, and Drakestone are to be approached to see if they are available. **VF**

A social event for Group Convenors was suggested, with a further 'thank you' from the committee later in the year.

9. Monthly Open meetings

The scheduled session by the photography group is not going to happen. It has been suggested that Jeanette Hughes from the Alnwick Food Bank / Coquetdale Hub could be an interesting speaker. Sue to confirm with Jeanette for September 18th. **SW**

Next open meeting on May15th – Vivienne will do initial introduction, then hand over to Tony who will introduce Mike Todd.

Patsy is happy to continue doing refreshments but is planning to continue using disposable cups. The committee feels that it would be preferable to use 'proper' cups, but need to ensure that Patsy should not be expected to wash up.

10. Change to Constitution

This will need to be raised at next year's AGM. Meanwhile all of us should review the constitution for future discussion. **ALL**

11. AOB

The two versions of the Chair Role Description were discussed, and minor amendments agreed. Susan O to update and circulate. **SO**

Insurance – Susan has received some information from Pam and will circulate to the committee. If agreed the relevant certificates can be added to the website. **SO**

12. Date of Next Meeting

Friday 2nd June 3:00pm at the Willoughbys'
Eskdale, Hill Rise Lane, Longframlington, NE65 8BN