



**Minutes of committee meeting held at
15:00 Friday 25th August 2023**

PRESENT:

Vivienne Fleet, Chair; Sue Ogilvie, Business secretary; Ian Mayfield, Treasurer;
Susie Amodio, Membership secretary; David Willoughby Website Administrator.

1. Apologies

None

2. Minutes of last meetings

Accepted as a true record.

3. Matters Arising

All actions in progress or complete. In addition, we wish to minute that the Garden Party was very successful. For future reference the best contact at the Three Wheatheads is James.

Other matters arising are addressed in the following record.

4. Membership Update/Finances

To date we have 143 paid up members, with 18 additional members yet to renew. There are (very) few members who do not have internet or email access, so they may have to be contacted via post.

5. Financial Report

Ian presented income and expenditure reports for the Current Account and the Events Account for the year to date.

Ian will check when the Jubilee Hall account is normally presented.

IM

Ian will also talk to Pete about the UCCT invoices, to try to assign the costs to the appropriate outings.

IM

6. Committee Administration

6.1. Group Convenors Coordinator

Sue Willoughby has resigned as Committee Member, Group Convenors Coordinator and Trustee. The committee would like to express our thanks to Sue for her input over the last few months.

The current roles will be reorganised, with Ian taking on the Membership Secretary role in addition to that of Treasurer. Susie will take on the Group Convenors Coordinator role and will contact the Group Convenors to introduce herself.

SA

It was noted that the Committee should consist of a minimum of 5, and a maximum of 10 members. We would like to recruit additional committee members, so all were tasked to consider any contacts who might be interested in joining the committee.

ALL

6.2. Beacon

With Sue Willoughby's resignation we no longer have a Beacon administrator. We would like to record our thanks to Sue for the valuable groundwork that she has done. Vivienne will contact Sue to thank her. **VF**

There is still uncertainty about the financial implications of migrating to Beacon, such as the requirement to use PayPal. Given this, we will put Beacon on the back burner until a new administrator has been identified.

6.3. Policy, Procedure and Related Documents

6.3.1. Taster Session Policy

Non-members may attend a maximum of 2 group meetings without joining the u3a.

We think there may be a Morpeth member regularly attending one of our groups – we need to identify this person and explain that under the terms of u3a insurance cover, they must join Coquetdale u3a in order to continue attending that interest group.

Non-members may not attend outings.

There was some debate about attendance at our monthly open meetings, but we currently welcome guests with a suggested donation of £2, so it would not seem appropriate to limit guests to a specific number of meetings. Sue will create a notice for display at our meetings reflecting this suggested donation. **SO**

Vivienne will check with the Jubilee Hall about the implications for insurance for non-members. **VF**

6.3.2. Policy Documents

Sue has downloaded and checked the Data Protection and Privacy Policy documents. She will circulate these to committee members for discussion and agreement. **SO**

6.4. Document Retention

Financial records should be retained for 6 years prior to the current financial year. Ian is to check what historical details are available. **IM**

Records of Committee Meetings and AGMs should be retained from the beginning of our u3a (2010). Sue has checked the information received from Pam, but only has documents from October 2020 onwards, we are not aware of any earlier documents.

To safeguard documents that need to be retained under Charity Law and Charity Commission regulations we will store a digitised version as a back-up.

No disposal of historical documents has been approved by this committee.

Update following meeting; Ian has confirmed that we have 6+ years of Financial Records. We also have Committee Meeting Minutes back to 2017.

7. Communication and Publicity

7.1. Third Age Magazine

Sue O has clarified the situation with the magazine, and we now understand the process for amending the circulation list for our members. The next edition will be

sent to Anthea Wilbie-Chalk, Clive Wilkinson, Brian Staff, Valerie Apted, and Vivienne.

7.2. Over The Bridges

Vivienne and Susie have written an article for the next OTB magazine. It will also be circulated to other local newsletters.

7.3. Other Publicity

Vivienne has researched the u3a Brand Centre which has proved very useful and recommends that the other committee members should check it out. **ALL**
Vivienne has also downloaded a PDF of the u3a New Member Pack which will be useful as an introduction for new joiners.

It was also suggested that the next monthly open meeting attendees could be asked to fill in a post-it note to say what the u3a means to them. These could then be used as part of our publicity posters or other documents.

Susie will design a publicity poster – Sue O will then print and laminate it.

SA/SO

8. Social Events

8.1. The Social Events Sub-group met on 25th August. Pete has provided some information for the next Newsletter.

The next trip that might be of interest is on 8th November – Magical Mozart by Candlelight.

8.2. Autumn Quiz – a joint event with the Jubilee Hall on 30th September, more details from Pete in the next Newsletter. A sign-up sheet will be available at the next monthly open meeting.

It was suggested that a trip to see the National Tapestry of Scotland would be worth considering. For consideration later.

8.3. UCCT Transport

We need to identify another driver, due to the possibility of Pete stepping down at the next AGM. Vivienne will check with Pete regarding his availability beyond next year. **VF**

9. Monthly Open meetings

9.1. September Meeting

Vivienne has arranged for Bill Bland to come and talk to us about the History of OS Maps instead of the planned talk about the Food Bank.

9.2. Tea/Coffee Rota

It was agreed to go ahead with asking the interest groups to do the refreshments at the monthly open meetings.

Susie will check with the Vegetarian Food Group to see if they will take on the Tea and Coffee for October, also to contact Patsy to ensure that she brings the bag of refreshments to September's meeting.

9.3. 2024 Program

Vivienne has circulated the proposed program for 2024.

10. Wider U3A

Sue is to include a link to the National Newsletter in the forthcoming local Newsletter. **SO**

11. Any Other Business

Rothbury Climate and Nature are organising a Green Event on 9th September. They have asked if we can supply information for a stall – the poster mentioned in 7.3 above would provide what they need.

We should also consider contacting the local GP surgery as part of their Social Prescribing initiative.

12. Date of Next Meeting

Friday 22nd September 1:30pm at 2 Cobble Court