

# Coquetdale u3a

Minutes of Interim Committee Meeting held at  
15:00 11<sup>th</sup> July 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. Beacon**

It was agreed to have a project team for setting up Beacon. The team will consist of Sue Willoughby, Ian Mayfield and Susie Amodio.

**2. Policy Documents**

We will prioritise the Policy and Procedure documents for completion. Once complete, they will be accessible through our website. Our initial thoughts for priority are as follows.

1. Data Protection and Privacy
2. Finance Policy and Safeguarding
3. Equality and diversity
4. Health and Safety

Susan O will address the first of these, with the aim of circulating the documents before the next committee meeting.

**Action:**

**Susan O**

**3. North Northumbria Network**

David will not be our representative for these meetings due to potential conflict of interest. The next meeting is scheduled for 19<sup>th</sup> October.

Vivienne will 'push' Mo for the memorandum of understanding to be agreed with the other NNN u3a groups.

**Action:**

**Vivienne**

**4. Communication**

We will all try to reduce the volume of emails.

u3a advice is to encourage members to look at the website for information and updates rather than circulating details via email.

Susan O will include hyperlinks in newsletters where appropriate to direct members to the website.

**Action:**

**Susan O**

We will consider promoting IT training for members later, we will also think about an A4 document as a Welcome Pack for new members.

David will amend the website so that general enquiries are directed to the generic email address rather than to Sue O's personal one.

**Action:**

**David**

David will rename the 'Other News' tab on the website as 'Useful Links' to see if this encourages more people to access it.

**Action: David**

**5. Date of Next Committee Meeting**

Friday 25<sup>th</sup> August; 3pm