

**Minutes of committee meeting held at  
15:00 Friday 2<sup>nd</sup> June 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**

Actions from last meeting completed. Other matters arising detailed below.

**4. Membership Update/Finances**

To date we have 116 paid up members, with 63 outstanding.  
There are a couple of email addresses that need checking. Susie to check the emails for Sheena Butler (sbutler@macace.net) and Margaret Fail (failmar402@gmail.com)

**SA**

NB Susan to ensure that emails circulated to membership have content in addition to attachments, because some mail systems flag the emails as having no content and could therefore be ignored or binned.

**SO**

The next newsletter should be scheduled for the end of June, Susan to include reminder about subs.

**SO**

**5. Committee Admin**

The Bank Mandate has been changed, it remains to remove Lesley and add Susie.

**IM**

Sue has notified the Group Convenors of the new committee.

**6. Communication and Publicity****Beacon**

The committee unanimously agreed to adopt Beacon, subject to the conditions as agreed:

- a) other options are not financially viable for Coquetdale given the size of our membership.*
- b) a cost of £1 per member will be incurred and this may have to be reflected in the annual subscription fee.*
- c) given Beacon holds personal information on members we need to use it in accordance with data protection legislation.*
- d) it would be wise, if possible, for our Beacon administrator to take regular local backups of the database to reduce the risk of data loss.*

Sue will remain as administrator and will introduce Ian and Susie to the system.

**SW**

Ian will be responsible for the finance aspects of the system; Susie will be responsible for the membership.

Susan needs access to a list of emails for mailing the membership, or emails can be sent from within Beacon using the up-to-date membership details. However, the Beacon emails are flagged as 'do not reply', so any emails requiring a response would have to specify that replies should be to the TA Matters email address.

The cost of Beacon is £1 per member. The charge will reflect our currently paid-up members (116); any changes will be reflected in the next renewal. Sue will notify the u3a of our membership  
Sue will also let Iain know how the payment is to be made.

**SW**  
**SW**

### **Over The Bridges**

#### **Actions:**

We need to contact OTB to remove Pam as the contact for u3a in the list of Local Organisations at the back of OTB. It was agreed that instead of an individual and phone number we will include the TA Matters email address.  
(coquetdale.u3a.comms@gmail.com)

**VF/SA**

In addition, we want to include information about the u3a in future editions of OTB – Vivienne and Susie will organise an update about our groups (from the details on the website)

**VF/SA**

### **Facebook**

Carried forward for future discussion.

### **Third Age Magazine**

We need to understand the current situation with TAM – how much have we paid? Can we confirm the process for updating the list of recipients? What are the deadlines for updating the recipients list? Susan to check details with Lesley.

**SO**

We think that in future Beacon may hold the details that we need and hopefully the mailing list will automatically be taken from there.

## **7. Wider U3A**

### **NNN Meeting**

The mutual membership agreement has not yet been agreed with other u3as. David is to talk to Alnwick, to propose a local agreement.

**DW**

David has circulated the proposed mutual membership agreement. The committee agreed unanimously with the agreement as documented. (Copy attached)

No date yet for next meeting.

We should be receiving some funds from the Northumbria region due to the Ryton group ceasing operating.

## **8. Social Events**

The Raby Castle visit is going ahead.

The trip to see 'Everybody's Talking About Jamie' will not go ahead.

There was discussion about the situation with drivers for our outings. Vivienne will contact Lesley Leeson to see if it's possible to use her team. **VF**

Ian may be able to help if Lesley's team are not available.

It was suggested that half price tickets might be offered to our drivers as a 'thank you'. Vivienne will raise this with the Social Events subgroup. **VF**

The summer Quiz is in doubt due to difficulties with organising the event with the Jubilee Hall.

### **Summer Garden Party**

Numbers are still low. Sue has drafted a poster which will be circulated to members. She will forward a copy to Susan. (update – poster circulation has been shelved, because the template was a sample only, and limited updates were allowed)

Vivienne will check who has paid. **VF**

Iain will remind those who have not yet paid. **IM**

## **9. Monthly Open meetings**

Vivienne is not available for the July meeting. Ian agreed to do the initial announcements, while Tony will introduce the speaker.

Cecilia Coulson plans to sit in on our July meeting. Susie and Ian to meet and greet. Vivienne will email Cecilia to confirm details. **VF**

It was agreed that we will take it in turns to organise the tea and coffee, hopefully starting from the September meeting.

Vivienne is to confirm with Jeannette the details of the September meeting. **VF**

There was discussion about possible speakers and topics for next year's meetings. Vivienne will forward details to Susan for circulation. **VF**

Vivienne will also organise further technical training (see WhatsApp group for more details)

Susan to include item in next newsletter (end of June) asking membership for any suggestions for future speakers **SO**

## **10. AOB**

David is looking at Siteworks – the new website development tool for the u3a, which is likely to be adopted next year. He will keep us updated with progress.

## **11. Date of Next Meeting**

Friday 25<sup>th</sup> August; 3pm at Vivienne's (2 Cobble Court, Rothbury NE65 7QG)

Memorandum of Understanding Version 0.1

This agreement dated the xxth of xxxxx 2023 is a memorandum of understanding between Alnwick u3a, Berwick u3a, Coquetdale u3a and Wooler u3a which collectively form the North Northumberland Network (NNN) and regards the opportunity for individual members of an affiliated u3a to participate in the activities of another within the NNN.

1. Individual members of NNN u3as may attend Monthly meetings of another free of any charge on proof of membership of their own u3a.
2. Any individual member of a NNN u3a may join groups within Berwick u3a, Coquetdale u3a or Wooler u3a at the same charge as a hosting u3a individual member and free of any additional subscription fee on proof of membership of their own u3a.
3. Given the significant differential between the annual subscription for Alnwick u3a and the other u3as within the NNN (Alnwick currently £24, Coquetdale £10 and Berwick £13 and Wooler £5) then members of Berwick, Coquetdale and Wooler u3as may, on proof of membership of their own u3a, join Alnwick u3a groups on payment of an associate member subscription which equates to half of the Alnwick u3a annual subscription.
4. An individual member of a NNN u3a, on proof of membership of their own u3a, may participate in social events of another u3a within the NNN at the same cost as for members of the hosting u3a. However, the hosting u3a may reserve the right to offer places at social events to its own members first and only then offer any remaining places to members of other u3as within the NNN.
5. This agreement shall remain in force until such time as the end of the subscription year of any member u3a that has given notice to other members of the NNN of its intention to withdraw or until a review on the xth of XXXX, whichever is the earliest.