



**Minutes of Committee Meeting held at
14:00 Tuesday 31st October 2023**

PRESENT:

Vivienne Fleet, Chair; Sue Ogilvie, Business secretary; Ian Mayfield, Treasurer and Membership Secretary; Susie Amodio, Group Convenor Coordinator; Jan Gordon, Committee Member, Pete Burrow, Social Secretary (Present for first part of meeting)

1. Apologies

None

2. Social Events

2.1. Autumn Quiz

The quiz was very successful. After expenses we have banked £120. Note for future events that it is important to have 2 people manning the desk at the entrance.

2.2. Donation to Jubilee Hall

It was agreed to donate £50 to the Jubilee Hall, to reflect the success of the event. Vivienne will email Paul Cramman to advise him of this proposal. Ian will then organise the payment. **VF/IM**

For future events the publicity poster should reflect that proceeds will go to both the Jubilee Hall and the u3a.

2.3. Christmas Quiz

This will be a "Festive Quiz" and will be on 30th December. Previous events have included a buffet, but we will not provide one this time. People can bring their own snacks but may not bring their own drinks. We will check if the Jubilee Bar can offer some alcohol-free beer. The format will remain as for the last quiz; participants to arrive at 7:00 for 7:30pm with the bar opening at 7:00pm. There will be 2 intervals. We will reserve tables for u3a members who have indicated their intention to attend to ensure that they do not miss out if we have significant numbers of 'walk-ins'.

Vivienne will confirm the booking with Paul Cramman, and check that the Jubilee Hall will supply and man the bar again. **VF**

2.4. Future Plans

Pete officially stood down from his role as Social Secretary at the AGM in April, and we think it is likely that the role will cease to exist in its current form.

There is still a desire for a trip to Raby Castle, but we need 15 people to make it viable. Pete will look at some dates in the spring subject to his own availability. **PB**

Another suggested outing was to the Theatre Royal in March / April next year to see Matthew Bourne's Edward Scissorhands.

When Pete stands down it might be sensible to let the individual interest groups take the lead in organising events and outings.

Pete can continue to drive the minibus for another 18 months when he would have to renew his licence. Sue will include a request in the upcoming newsletter for volunteers to consider training to drive the minibus in future. **SO**

Vivienne will check the cost of minibus training with Lesley Leeson. **VF**

Thanks to Pete for coming along to this meeting.

3. Matters arising from Last Meeting

3.1. Jubilee Hall invoice details ongoing. Ian is liaising with Christine Abbs. **IM**

3.2. Committee membership – there is an ongoing task to recruit additional committee members. Any suggestions for potential new members to be passed to Vivienne. **ALL**

3.3. Vivienne has contacted Paul Cramman to check the situation for insurance for non-members at meetings and is awaiting a response. **VF**

Other actions complete or addressed in following record.

4. Membership Update/Finances

4.1. Membership Update:

We now have 153 paid up members. There are a few people who have not yet paid, and they need to be notified that their membership has ceased and they can no longer attend interest groups unless they pay up immediately. **IM**

4.2. Membership Forms:

It was agreed that electronic copies of membership forms will be retained because they contain signed consent forms. Paper copies can then be shredded. Leavers forms will only be kept if an individual has been involved in an accident, as they have up to 3 years to make a claim. All other leavers' data is to be destroyed immediately. Ian is to check if Avril has any old membership documents for us to keep on file. **IM**

4.3. Membership Spreadsheet

...to be circulated to Vivienne, Susie and Sue. The spreadsheet should be password protected, and if distributed as above the basic sheet and the password should be sent separately. It will also be backed up to an external USB stick, which should also be password protected.

5. Financial Report

- The Current Account has a balance of £4182.47. The bill from the Jubilee Hall is outstanding.
- The Events Account has a balance of £845.03, with the Mozart tickets bill outstanding.
- It was agreed to go ahead with moving the back account to Lloyds. Ian will progress this. **IM**
- We will also consider getting a portable contactless card reader to allow us to process payments at meetings. Berwick u3a use the Square Card Reader which costs £17, and the cost of each transaction is 1.75%

6. Special Interest Groups

6.1. Groups Update

- The Cycling Group has been successful, with a number of members attending the first outings.
- We have 5 people who might be interested in forming an additional Book Group. If this goes ahead it was suggested that it might meet in an external venue, such as the back room of the Queen's Head.
- Vivienne is considering forming a Board Games Group in the New Year.

6.2. Group Convenors Meeting

The planned get together for the Group Convenors has been scheduled for Friday 24th November, at 2:30 in the Queen's Head. Several Committee members have offered to arrive early to help set up the tables. Susie will invite the Group Convenors to attend.

7. Committee Administration

7.1. Policy Documents:

- Data Protection: we will ask members for any updates to their information at the time of the renewal of their membership.
- The Data Protection and Privacy documents (and the Welcome Pack) will be adopted and need to be made accessible from the website once the agreed

amendments have been made. Sue will liaise with David Willoughby to set up the necessary links and will notify members in the next newsletter. **SO**

- Sue Ogilvie will download and circulate the next policy documents (Safeguarding and Finance) **SO**

7.2. Document Retention

- The advice from the u3a is that financial reports should be kept for at least 6 years. We have the relevant documents to support this.
- The advice for AGM Reports, Accounts, and Minutes is that they should be retained for the life of the u3a. Full historical documents have not been retained or handed over by the previous committee officers, but the new committee will undertake to keep records in future in accordance with this advice.
- Committee Meeting Minutes should be 'permanently retained where possible', and again we do not have all the historical records but will keep records from the current committee as advised.

7.3. Risk Assessments:

These will be needed for all Special Interest Groups. We will prioritise the most 'active' groups (Ceilidh, Table Tennis, Cycling, and Walking). Group leaders will be offered help from committee members (Vivienne and Susie) to organise these. Any new groups will have Risk Assessments documented as part of their set up. Susie will keep these risk assessments on file. **SA/VF**

7.4. Incident and Accident Reporting.

A template for incident reporting has been downloaded from the u3a website. Susie will work with Mike Jevons to complete an incident form for the table tennis incident involving Joan Wilkinson. Vivienne will assist with completing the form if there is any issue with Mike doing so. **SA**

7.5. Insurance

Cash up to £1000 is covered while in members' homes. Insurance claims are dependent on the appropriate Risk Assessment and Incident Reports having been completed. Members are covered for injury under our Public Liability Insurance as long as their membership fees are paid up, and the appropriate risk assessment has been followed.

8. Communication and Publicity

8.1. Publicity Poster

Susie is confirming the final wording and will then circulate the finished poster. **SA**

8.2. Facebook

Su Atkinson is now an administrator.

We see the page mainly as a publicity tool, and we will look for input from the group convenors to highlight the appeal of the special interest groups. **SA**

The old Facebook page is still being investigated.

8.3. New Members Meeting

We plan to hold a meeting for new members early next year. There was some discussion about how we identify new members, and it was decided that a global email would be circulated, inviting any new members to attend the meeting once it is scheduled.

8.4. Third Age Matters Magazine

Sue will include a reminder and link to the online version in the next newsletter. **SO**

8.5. Newsletter

Items to be included;

- November Lecture
- Festive Quiz
- New Facebook Page
- Request for members to help with the monthly tea / coffee rota.
- Third Age Matters Reminder as in 8.4 above. **SO**

9. Monthly Meetings

9.1. November Annual Lecture

We will have the usual suggested donation of £2 for visitors; tea, coffee and biscuits will be available.

Annual Lecture 2024: It was agreed that we could allow an increased budget for our annual lecture, so that Max Adams can be paid £100 for next year's meeting. Our limit for our monthly meetings will remain at £50. We will look at scheduling the annual lecture next year for a Sunday afternoon, to avoid a potential clash with the Christmas lights switch on.

9.2. 2024 Programme

Susie will get the entry for Over the Bridges finalised. This will include details of the first 6 meetings for next year. Article also to go into Harbottle and Longframlington Newsletters. **SA**

9.3. Mugs

Susie is checking possible sources and costs. Vivienne will enquire about a u3a grant to cover some or all of the cost. Vivienne will ask Paul Cramman about storage for 2 crates of mugs in the Jubilee Hall. **SA/VF**

10. Wider U3A

10.1. National u3a

Vivienne will feed back from the recent 'Keeping it Legal' session at an interim meeting on 17th November at 2:30. At Cobble Court, Rothbury. **All**

11. Date of Next Meeting

January 5th, 2:30 at the Queen's Head.