



**Minutes of Committee Meeting held at
15:00 Friday 25th August 2023**

PRESENT:

Vivienne Fleet, Chair; Sue Ogilvie, Business secretary; Ian Mayfield, Treasurer and Membership Secretary; Susie Amodio, Group Convenor Coordinator; Jan Gordon

1. Apologies

David Willoughby

2. Minutes of last meetings

Accepted as a true record.

3. Matters Arising

3.1. The Jubilee Hall bill is normally presented when the annual booking is made. There is a separate invoice for December's event. Christine Abbs is the Treasurer of the Jubilee Hall. Ian will contact Christine to arrange for the invoice for 2024 bookings to be sent to him. **IM**

3.2. Invoices for the UCCT are invoiced from Lesley Leeson to Pete, Ian should receive these in future and can then assign them to the relevant event.

3.3. Committee membership – there is an ongoing task to recruit additional committee members. **ALL**

3.4. Vivienne will contact Paul Cramman to check the situation for insurance for non-members at meetings. **VF**

3.5. UCCT Transport - Vivienne will speak to Pete to check his availability beyond next year. **VF**

Other actions complete or addressed in following record.

4. Membership Update/Finances

4.1. Membership Update:

To date we have 148 paid up members, with several new members identified at Monday's meeting, or through the cycling group. There are approximately 15 members on our list who have not paid, and we need to check if they are attending any interest groups – if so, they must pay to be covered by our insurance. Susie to check with Group Convenors. **SA**

4.2. Membership Cards/Receipts:

We don't believe that a membership card is necessary. Receipts will be sent via e-mail, with a link to the membership pack. Members will be encouraged to retain the e-mail to prove membership if attending events at Alnwick u3a. **IM**

4.3. Membership/Welcome Pack: to be circulated. **VF**

5. Financial Report

Ian presented income and expenditure reports for the Current Account.

There was some discussion about the use of the funds in our account. It was agreed that if used, it should be for the benefit of all members. It was suggested that if funds allow, we could buy mugs for use at our monthly meetings.

It may also be possible to get a grant from the u3a for material to support our attendance at local country shows – a tent, bunting, etc.

We will consider changing banks. Ian is to investigate using the Unity Bank. **IM**

6. Committee Administration

6.1. Policy Documents: Discussion about the policy documents is carried forward for discussion at a future meeting.

6.2. Document Retention

Sue will check the u3a website for any guidance for document retention and access to our repository via the website. **SO**

6.3. Committee Positions: David Willoughby has tendered his resignation as a trustee / committee member but will stay on as Webmaster. He has also kindly offered to remain on the committee until we find a replacement. The committee would like to thank David for his work on the committee and for his offer to remain involved until a replacement is found.

7. Communication and Publicity

7.1. Publicity Poster

Susie is making some final adjustments, but we all agreed that it looked great. We will then print 6 copies and Sue will laminate them for distribution. The committee wishes to record our thanks to Susie's son George for his valuable help in creating the poster. **SA/SO**

7.2. Facebook

The existing Facebook page is out of date, but we don't currently have access to it. If we are unable to access the old page, we may have to set up a new page with a slightly different name. Sue will check with Facebook to find out if it is possible to remove the old page. **SO**

The last post seems to have been in March 2020. Vivienne will check with Chris Cann to see if she can shed any light onto the use of this page. **VF**

8. Social Events

8.1. Autumn Quiz– Numbers are increasing, we have a poster, which Sue will circulate to all members to remind them of the event, **SO**

8.2. UCCT Transport: We might not have enough interest in the upcoming events to make them viable, so we should consider if it is worth organising future outings. It might be sensible to combine outings with other u3as if they are agreeable. Otherwise, we might leave the organisation of other events to the individual groups.

8.3. Other events: A u3a wine tasting event was suggested – it was agreed that it sounded like a good idea. For consideration later.

9. Monthly Open meetings

9.1. October Meeting

Chris Mullin is to speak on 16th October.

9.2. Tea/Coffee Rota

Susie has kindly agreed to help, Jan is also happy to be involved.

9.3. December Meeting (Quiz)

The only date available is 30th December. It was agreed that this will be fine.

9.4. 2024 Programme

The first 3 months are all confirmed. Susie will check the deadlines for Over the Bridges, so that we can get the programme included. **SA**

10. Wider U3A

10.1. National u3a

A u3a Festival is scheduled next year at the University of York from 18th to 20th July. We should consider publicising this to our members, with the suggestion that we organise a group to attend, as York is easy to get to by train.

10.2. North Northumbria u3a

Vivienne will discuss joint access to Wooler and Berwick u3as at the appropriate North Northumbria zoom meeting. **VF**

10.3. Northumbria Group Coordinators

It was suggested that we should think about renaming our group convenors as group leaders or co-ordinators. Susie will discuss this with the current convenors at a meeting which she will organise. **SA**

11. Any Other Business

Jan Gordon has agreed to join the committee. We wish to record our thanks to her.

12. Date of Next Meeting

Provisionally scheduled for 2:00pm on Tuesday October 31st. Susie will host.