

Minutes of the Committee Meeting held 13th September 2023 at 4pm

Members' Coordinators Home

Attending: Chair (Jim McGough), Secretary (Margaret Lloyd), Communications Coordinator (Sue Parker) and Members Coordinator (Jacqui Mercer).

Meeting Inquorate

Paragraph 21(9) of the 2022 Constitution states:

For a Committee meeting to be quorate there should be two or the number nearest to two-thirds of the total number of trustees, whichever is the greater or such larger number as may be decided from time to time by the trustees. In addition, at least two officers must be present for a Trustees meeting to be quorate.

As less than five Trustees (nearest number to 2/3 of 7) were present no decisions could be made (paragraph 21(8)). Hence the meeting could only cover items matters for information and discussion. No formal decisions could be made.

Agenda Item 1: Apologies for absence

Treasurer (Graham Friday), Groups Coordinator (Peter Beckley), and Access Coordinator (Janet Newson) sent apologies. All are on holiday.

Standing Items

Agenda Item 2(i): Minutes of the 9th August meeting

The minutes were approved with no amendments.

Agenda Item 2(ii): Review of Action Log at 10th September and Matters Arising

Action: Secretary to try to book the smaller of the Crawley Library meeting rooms for two and a half hours for the 4th October meeting on the Future Committee Structure.

Agenda Item 3: Monthly Updates from the Third Age Trust and Committee Members

Secretary's Report

It was asked whether the Trustee users of the @Crawley.org.uk e-mail accounts had found the migration to the new platform to be successful. Neither the Members Coordinator nor the Access Coordinator had yet adjusted their e-mail server settings so Trustees should continue to use the private e-mail addresses of these two trustees in addition to their @Crawley.org.uk ones until there was confidence that the accounts were working correctly.

Agenda Item 4: Update on Membership Renewal

The Members Coordinator said that the renewal process was proceeding well and made the following points:

- (i) Seven members attended the Renewals Clinic on 5th September, which took place at St Pauls 10:00 – 12:30.
- (ii) To date the Members Coordinator had received between 250 and 300 responses to the renewal documents sent out by post. She needed to contact around ten members with queries or requests for additional information.
- (iii) The responses to the electronic renewal requests were being returned to Membership Support. It was not known how many of these had been received but far fewer renewal requests had been sent out electronically than by post.
- (iv) Around ten new membership forms had been received, but it was too early to discern the additional numbers recruited at the 8th September Open Day.
- (v) The membership cards had been produced but some had been sent out with the reference to Membership Support still on the reverse side instead of being replaced by the Membership Coordinator's contact details and Crawley u3a website address as had been agreed at the 9th August Committee meeting (Agenda Item 6/3). It was agreed we would not seek to amend this for the current year.

Agenda Item 5: Preliminary Discussion on the 8th September Open Day

The Communications Coordinator said that the event had been very successful in terms of the number of people attending. The layout of the tables prevented the over-crowding problems experienced last year. It was too soon to judge the impact of the event on the number of new members recruited to each of the u3a and the activity groups.

The Open Day working group would be meeting on 21st September to conduct a full assessment and to note lessons for the future. The Group Leaders would also be asked about the impact on their group membership figures at their meeting on 2nd October. The Communications Coordinator would bring her draft final report to the meeting on 11th October.

The fact that an insufficient number of membership forms had been brought to the event would be included in the report.

She announced that the u3a Communications Office had contacted her asking if the Facebook post and photos showing the Open Day in action could be used in their monthly newsletter. The extent of the publicity for the event had received favourable comment within Crawley.

The Chair said that some of the Groups had produced good one-page leaflets for attendees to take away with them and that next year we should aim for all groups (whether present at the event or not) to make such leaflets available. Also in 2024 we should also start planning for this event, and also the Christmas party, much earlier in the year.

The Committee should research the possibility of enabling new members to pay their fees by debit card.

Agenda Item 6: 19th September New Members Meeting

The Committee discussed the preparations required for this event.

- The Members Coordinator would check with Membership Support the number of invitations sent out so that she could give the RUGS leaders an estimate of numbers for refreshments as soon as possible
- The Chair would briefly explain the history and purpose of the u3a to the new members
- The Communications Coordinator would bring leaflets on the various Groups

- The Secretary would produce an updated version of the Groups Directory in size 14 font
- All Trustees present at the event would be on the alert for potential volunteers

Agenda Item 7: Organisation of events, including the 2nd Oct Group Leaders (GLs) meeting, for the remainder of 2023

2nd Oct GLs Meeting

The Secretary explained that she had only received one suggestion for an additional topic to be discussed. This was Risk Assessments.

She aimed to send out the final agenda for the meeting early in the week commencing 25th September, as she believed the Treasurer wished to add a couple of items to the agenda.

30th Oct Coffee Morning

Mindful of the fact that this was happening 4 weeks after the dissemination of the October newsletter the Communications Coordinator would send out a reminder via Beacon to all members on e-mail five days before the event.

It was suggested that there should be a jigsaw and DVD swap.

17th Nov RUGS Event

Around 20 RUGs attended last year.

8th Dec Christmas Party

The Communications Coordinator expected that the Open Day Working Group (WG) final meeting on 21st September would discuss when the first meeting of the Christmas Party WG should take place.

The Members Coordinator expressed her wish to serve on the WG. The Communications Coordinator suggested that she be on the WG in place of herself and would suggest this at the Open Day WG 21st September meeting.

Agenda Item 8: AGM 2023: Approval of Formal Notification Documents

The timetable and draft documents were approved.

Agenda Item 9: Committee Structure after November 2023

The Secretary drew attention to the list of proposed actions to be undertaken. She emphasised the importance of receiving feedback on all sections of the document by Wednesday 27th September.

The Members Coordinator stated she was prepared to remain as a Trustee in her current role for the year after November 2023. The other Trustees expressed their relief at this news.

The meeting finished at 17:50. The Members Coordinator was thanked for hosting the meeting in her home.