

Minutes of the Committee Meeting held 14th June at 4pm

Saint Paul's Northgate

Attending: Chair (Jim McGough), Secretary (Margaret Lloyd); Treasurer (Graham Friday), Communications Coordinator (Sue Parker), Members Coordinator (Jacqui Mercer), and Access Coordinator (Janet Newson).

Standing Items

Agenda Item 1: Apologies for absence

Peter Beckley (Groups Coordinator) who was on holiday

Agenda Item 2(i): Minutes of the 10th May meeting

On the second action for Agenda Item 4 which reads "Treasurer & Groups Coordinator to arrange the first meeting of the O&A Phase 2 Working Group" the Treasurer pointed out that the Committee had not yet decided who would be leading this Working Group. The Secretary agreed to amend this to "Committee to decide who should lead the O&A Phase 2 Working Group".

With this exception the minutes were approved.

Agenda Item 2(ii): Review of Action Log at June 11th and Matters Arising

The following decisions were taken with respect to actions from 10th May meeting:

2 (iii) u3a Printer wi-fi connection not working

It was agreed that it was not worth spending any more time trying to remedy this problem any and, given the imminence of membership renewal, a replacement should be purchased as soon as possible.

The printer could still be used as a photocopier and possibly as a printer when printing files from a memory stick so it should be retained, but for membership renewal purposes a printer with a working wi-fi connection is essential.

Action: Treasurer and Members' Coordinator to purchase a new printer.

4 (iv) Role Profile for Assistant Groups Coordinator (Out & About Groups)

The committee approved this role subject to the 1st item including the word "templates" so that it reads "Establish and maintain a database and template of information on past trips and outings".

Action: Treasurer and Groups Coordinator to consider who might be approached to take on this role.

4. O&A Phase 2 Working Group

The Access Coordinator agreed to lead this working group.

Action: Access Coordinator to organise a meeting for this group.

7. Copyright & Licences and Secretary's Proposed on Reading Out Poems on Facebook

The committee approved the Secretary's proposal.

Action: Secretary to advise the member concerned to avoid reading out more than a few copyright poems from any single collection/anthology in any one year.

10. Group Development Working Group

The Chair stated that the Groups Coordinator should be a member of this group and that he himself would now, given the failure of the relevant article in the June newsletter to attract any volunteers, approach those current and past Group Leaders he thought could make valuable contributions.

Action: Chair to report progress on forming this Working Group, and then on outcome of meetings held.

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

Points made were, by report and paragraph:

Chair 4 (ii)	If the Friary does change the barrier code then the Committee will need to consider how this can be kept more secure than the existing one has been;
Secretary 3.	The Committee agreed that, in the light of the poor attendance at the May 30 th coffee morning, we should not arrange any coffee mornings for 2024 until after we assess attendance at the one planned for October 30 th , 2023.
Treasurer	<p>The Treasurer explained, given the withdrawal of the supplier's support for Quickbooks from 30th June and the cost of around £30 per month for similar software packages, he had suggested to Ann Sole when he recently met with her that she investigate the possibility of using Beacon to produce group membership invoices. She has agreed to do this and her deadline for completion is the end of July.</p> <p>Other system improvements the Treasurer was considering are:</p> <ul style="list-style-type: none">(i) Collecting membership fees using PayPal and/or card readers(ii) Using Beacon to produce and e-mail Membership cards. <p>As the current membership fee collection system worked well he did not see (i) as a priority. On (ii) the ability to do this is expected to be incorporated into the next Beacon upgrade.</p> <p>The Members' Coordinator confirmed that she would be meeting with Ann on Sunday 18th June to learn all she needed to know on the forthcoming renewal process.</p> <p>The Treasurer stated that he had ordered some branded Crawley u3a noticeboards boards and banners which could be fixed to buildings and other objects for use at events, and showed the designs.</p>
Communications Coordinator	<p>Thursday 31st August was agreed as the date for the next County Mall publicity drive, subject to County Mall's approval.</p> <p>Action: Comms Co-ordinator to check this date with County Mall.</p>
Groups Coordinator	When asked about interest in his proposed new fitness groups the Treasurer responded that there had been a lot of interest in the afternoon group so he was now looking at potential locations for this. Little interest had been shown for the evening group so he was not progressing this with any priority.

Non-Standing Items for Discussion

Agenda Item 4: Budget Monitoring for the 8 months Sept 2022 – April 2023

The Treasurer explained that since producing this report the projected financial position for one of the indoor groups had worsened considerable. He would talk to the Group Leaders to check whether the information he had received on group fee income was correct.

Action: Treasurer to establish the true financial position and report back to the Committee

The committee approved the content of the report and the projected outturn for the year.

Agenda Item 5: 2023/24 Budget and Fees

The Committee approved the proposed fees. It was agreed that the three 2023/24 budget and fee reports approved by Committee (the one on assumptions approved on April 12th, the one on the basic fees and budget approved on May 10th, and this one) would be sent out to members in advance, together with the 2022/23 budget monitoring report approved under Agenda Item 4 above since this showed the latest position for the current year.

As the meeting to approve the fees takes place on June 30th, in just over two weeks' time, and we have committed to providing the paperwork at least a week in advance, it was agreed that the Treasurer and Secretary would need to work quickly to produce the consolidated four reports to form the supporting documentation and a covering letter which would include the agenda. These would be sent out via Beacon to the vast majority of members who are on e-mail but those members not on e-mail would need to receive them physically, either via the post or hand delivery, which would take more time to process.

Agenda Item 6: Update of Beacon Access Privileges and progress on GDPR compliance

The Committee supported the following:

1. The Secretary taking over from Anne Thorn as Assistant Database Administrator
2. The format and content of the table showing the Mapping of the trustee and Committee Support roles to the Beacon Roles
3. The creation and maintenance of the logs recording Committee decisions on changes to the holders of Beacon roles and changes to the Beacon Roles themselves.

Action: Secretary to action the outstanding GDPR compliance actions

Agenda Item 7: Appointment of External Examiner

The appointment of George Stringer as External Examiner with respect from 2022/23 onwards was approved.

Agenda Item 8: Changes to Membership Forms for 2023/24

The Committee made the following decisions:

- (i) To include the proposed section asking members to agree to the terms and conditions of membership on both the new members and members renewal forms, with the exception of the final bullet point "Be aware that they [the member] should have the appropriate ability to take part in any activity of their chosen group" which is the only clause not included on the Third Age Trust sample membership form. There will be no clause concerning a member's capability.
- (ii) To include the proposed question "how did you hear about Crawley u3a?" on the new member's form.
- (iii) Not to include any question on what skills the prospective member could offer the u3a (this might discourage applicants and could be asked once they had become members) or statement on expecting members to "give back" in some way.
- (iv) To insert the note on how the committee will communicate members via e-mail as much as possible, to keep costs down, into both forms.
- (v) The proposed 2023/24 updated version of the Privacy Statement was approved.

The updated Gift Aid advice paper was approved and it was agreed that this would be placed on the web and sent out to new members on the reverse side of the Gift Aid declaration form.

It was pointed out that any reference to internet sites would need to be formatted in the <https://www> format rather than being in the form of hyperlinks.

Action: Members Coordinator to incorporate all these changes into the membership forms to be presented to the Committee in July.

Agenda Item 9: Draft Agendas for the July and August meetings

It was agreed that priority must be given to Membership Renewal at the July meeting. We also needed to start to plan the 8th September Open Day arrangements. The reports from the Access Coordinator from the actions on “Changes to Committee after the 2023 November AGM” on page 2 above would need to be included. Some of the other agenda items listed for July and August may need to be deferred to ensure sufficient time is devoted to the priority items.

Agenda Item 10: Any Other Business

The Access Coordinator suggested that we needed a policy on Honorary Membership. It was agreed this would be added to the list of potential agenda items for future meetings.

The meeting finished at 17:59

