



CRAWLEY U3A GROUP LEADERS' MEETING

Held on Friday 9th November 2018 at St John's Hall, Crawley

1. Welcome

Maureen welcomed everyone to the meeting, including newly elected Committee members George Redgrave (Vice Chairman), Phil Light (Treasurer), Jan Morris (Communications). Newly elected secretary Anita Wright sent her apologies. Maureen thanked Elsa Tancock and Mavis Liddell for taking on the role of welfare support and asking GLs to refer any member with a long term illness or family problem to them. We plan to produce cards for them to use with paintings and parchment projects from our members.

She also welcomed new group leaders Clive Morris (Walkers Extra) and Pat Roberts (Needles)

2. Apologies

Attendees and apologies are listed separately.

3. Minutes of meeting held on 11th May.

The minutes were agreed and signed.

4. Matters Arising

None

5. New Committee members.

David (membership) and Isabel (Groups coordinator) would be stepping down at the next AGM. It would be helpful to have shadows for them during the remainder of this year. Please let Maureen or any committee member know of anyone who may be interested.

6. Finance.

Any money paid in after 31st July was credited to the next year's accounts except trip money which was ringfenced. Group subs should cover room hire and group leaders' expenses only. There were grey areas about other expenses and the Committee would be examining the anomalies (eg some groups have big income and no expenses.) and aim to produce a fair system for all. Funding is usually available for any outgoings; please refer to the treasurer. Our regulations are drawn up by our committee within certain third Age Trust guidelines. Other U3As have different arrangements eg they may charge a higher membership fee but not charge for group subs.

In response to a question it was agreed that expense claims do not need to be signed if submitted electronically (or a scanned signature can be added if required). There are enough checks and balances. Paper expense claims can continue to be submitted.

Phil noted that some GLs are using old forms. The new ones are on the web. If GLs cannot download them they can be printed and completed by hand.

Cheques should be paid in as soon as they are received and not retained until all money has been received.

GLs may pay in their own deposits using the blue bag system which simply requires the number of cheques and the total amount. Any supporting paperwork should then be sent to Phil. Any cash paid in needs to be sorted into coin bags.

7. Advanced payments.

It is not always practical to collect money for O&A, gardening, and theatre trips before payment needs to be made to the venue. Or a deposit may be required. The committee have identified this as a potential problem and in most cases will provide the funding required while money is being collected from the members. GLs should contact the Treasurer.

8. SUN

Maggie Berrill is our Sussex U3A Network representative. She asked how many people had been to a study day. Five people had attended. A brief resume of the courses was sent to members with their membership renewal; more detailed information is available on the booking form and is available on the SUN website. A link is available from the Crawley U3A website. It was hoped that some study days would be held in the local area in 2020. Maggie has no idea of who attends study days; if she was aware of this information she could liaise with members about transport. Her contact details would be included in the new members directory.

9. Members' Directory

It is planned to issue a directory to members containing details of the Committee, groups and contact details, venues, accessibility, welfare support, SUN, Third Age Trust, coffee mornings, monthly meetings and a diary of events. This would be issued in the New Year. Anyone with any suggestions for other items to be included should contact the Communications coordinator.

10. Coffee morning

The next Coffee Morning is Friday 23rd November at The Friary at 10.30am with books for sale and a raffle (no prize donations required). The League of Friends of Crawley Hospital would be there in an informal capacity.

11. Christmas Event

Planning was well under way with Jean Austen and Gill Cooban joining Jean in the planning. There will be smaller hamper prizes than last year. Elsa has last year's hamper to give back. Collection would be arranged.

12. 2019 AGM

The AGM will be held in November next year to allow time for the necessary paperwork to be assembled. Nomination forms would be available before the summer.

13. Storage

There is an urgent need for storage space for the coffee morning books and the U3A equipment eg laptops and projectors. Anyone able to help should contact a member of the Committee. Storage options at our venues are also being pursued. It was agreed that any DVDs remaining unsold after the coffee morning may be donated to charity.

14. Project 57

The committee had agreed that part of the donation of £10,000 should be used to increase our membership and expand our ethnic diversity. It had been planned to recruit university academics to advise on strategy but they recommended it be used as a student research project. Two marketing students, Zak and Josh have provided an electronic presentation on which the committee has provided feedback. Their ideas include adverts on bus stops, involvement with the "Diverse Crawley" organisation, producing welcome packs, a trifold leaflet and the use of social media especially Facebook. They suggest using 50% on our budget on this. We are awaiting their advice on the next steps to take.

15. Groups Coordinator

Isabel reminded members that they should not use the St John's car park.

She had had a request from a member for a lift from Ifield to a meeting next week. Please contact Isabel if you can help.

There was a suggestion that there should be more disabled parking bays (or reserved bays) at St Pauls particularly for Saturday meetings.

The St Pauls entry system generally works well (although the screen is too high). The church has agreed that GLs may stand by the door to let in only members of their group. The system is a requirement of their insurance.

St Pauls have requested that GLs do not arrive well in advance of their booked times which do allow time for setting up.

New tables have been ordered at St Pauls.

16. Any Other Business

David asked GLs to ensure their GL information was correct on Beacon. Any members who hadn't renewed by 31st October have been lapsed from Beacon and show in red but GLs need to remove them from their groups. He would arrange for a blank renewal form to be put on the web site. Some people had used the new member form.

We had hoped to have Tim Wilkins from the Alzheimer's Society talking today but he was required at a strategy meeting. He will attend the monthly meeting in January (along with McMillan nurses and Age UK) and hopes to attend the May GL meeting. Crawley is a Dementia Friendly town and we would like to make our U3A more dementia aware. It was reported that Metrobus will return people with dementia to their front door if they are in difficulty. Jean would ask if a representative from Metrobus could attend a monthly meeting. It was recommended that GLs obtain contact details from ~~who~~ people who show an interest in their group to follow up at a later date. It was agreed that the Open Day was a great success with lots of new members.

Isabel would check group numbers to compare with January figures.

There was no other business so the meeting closed at 11.45.

Attendees

Phil Light ©
Claire Boorsma
Mary Plastow
Margaret Daniels
Elsa Tancock
John Wynter
Pauline Rigby
Gill Cooban
John Hilder
Jean Austen
Maggie Berrill
Maureen Wicks ©

Pat Roberts
Jean Manuel
David Manuel
Wynne Waterworth
Brenda Penny
Ann
Mary Mayne
John Crippen
Brenda Ashenden
Jenny Connell
Joan Harding
Jean Elmer ©

Marion Lang
Mavis Liddell
Anne Finlay
Chris Sawyer
Beryl Wise
Tony Plumridge
Sally Sansom
Clive Morris
David King ©
E Mc Cormack
George Redgrave ©
Isabel Baker ©
Jan Morris ©

© Committee member

APOLOGIES

Anita Wright ©
Anne Thorn
Peter Beckley
Maureen Bufton
Bryan Kiely

Shiela Newble
Anne Mathieson
Maureen Dawkins
Beryl Sinclair