

MINUTES OF THE U3A COMMITTEE MEETING

HELD ON TUESDAY 26th MARCH 2019

AT ST PAULS METHODIST CHURCH 4.00pm

Present: Maureen Wicks, George Redgrave (until 5pm), David King, Jean Elmer, Isabel Baker, Jan Morris, Anita Wright, Phil Light

1. Welcome. Maureen welcomed everyone to the meeting.

2. Minutes of meeting of 26th February 2019. Maureen will sign the minutes as a true record.

3. Matters arising not covered elsewhere.

I. Item 4.3 David requested that both the Directory and the Magazine be on lighter paper.

II. Item 4.5.iii Inviting group leaders to speak at the AGM. This needed to be planned and would be an item for the Group Leaders Meeting

ACTION Isabel

III. Item 5 iii David had sent Anne the comments he had received previously about Beacon

IV. Item 6. The Facebook page was up and running. It would be mentioned in the magazine and at the Group Leaders' meeting. **ACTION Jan and Isabel**

V. Item 10. Invitations had been issued for the RUGs Thank You event. The Coffee Morning had been a good success and it had worked well having the New Entrants meeting at the same time. Unfortunately the Lounge would not be available in the future.

VI. Item 11. Committee Visits. Three groups had expressed an interest in having a visit from a Committee Member. It would be added to the GL meeting agenda

ACTION Isabel

4. Matters Arising from Monthly Reports

I. **Chair.**

Diverse Crawley. 25th May Civic Hall 12-4 (set up from 11). This would be discussed in more detail at next month's meeting. We would need leaflets, balloons, boards, banner. Jean would confirm our booking **ACTION JEAN.**

IT Sessions. These could be run in conjunction with the college or Worth School, perhaps starting at the Coffee Morning. Anita would ask the college.

ACTION Anita

II. **Groups.**

Music Appreciation had changed the way it runs. It would be helpful for the Group Leader Peter Cartwright to write a brief explanation which could be then emailed to all members to encourage more to join the group. Isabel would contact him

ACTION Isabel

O&A Mobility Group. Isabel would raise this again with O&A GLs after the GL meeting.

ACTION Isabel

III. **Membership.** Several potential members had attended the Coffee Morning and it was hoped they would join.

IV. **SUN report.** This had been emailed to members today

V. **Seasonal Outings.** This had also been emailed today. They would be on 1st and 16th July. A fourth member had joined the planning team.

VI. **Webmaster and Beacon.** It would be useful to have reports for each meeting. David would ask Anne to forward the Beacon email to Group Leaders.

ACTION David

5. **Finance.**

The amounts shown did not include some large invoices which were due. The Gift Aid claim had not yet been made. Phil had changed the names on the Gift Aid website. Isabel would send the Group Accounts to GLs. **ACTION: Isabel**

6. **Group Accounts**

There was a discussion about the large surpluses generated by some groups, specifically what to do with the surplus and how to prevent it happening again.

Suggestions for reducing the surplus in the future included:

- a monthly fee instead of a meeting fee
- charging for half the number of meetings per month
- including all group membership fees in the overall membership fee
- reduce subs for the groups affected,
- allow group leaders to set their own fees to cover costs

There were pros and cons for each suggestion. It was agreed that Phil would look at the figures to try to establish an equitable fee for all groups. **ACTION Phil**

Suggestions for using the surplus:

- Refund to members
- Ringfence for next year
- Have paid speakers to talk to the groups
- Donation to Barbara's tea fund (A charity set up by the former TAT chair to support new U3A groups)
- A Sussex U3A Bridge competition. We would need to check the Accounting Policies. Isabel would discuss with the Bridge Group Leaders then Jean would liaise about the arrangements. **ACTION Jean & Isabel**

It was agreed to fund the purchase of the magazine for the French Group. Group Leaders should be encouraged to apply for expenses and to apply for funding for specific items. This would be mentioned at the GL meeting.

ACTION Isabel

7. Publicity.

There was a discussion about the leaflet. There would be a slight rewording of the front page to reference approaching retirement. SUN had suggested removing the reference to University, instead calling the organisation a Universal Learning Group. The membership form in the middle would be altered. David's address would continue to be used as the leaflet would be reviewed annually.

ACTION Jan

8. Web site redesign. This was an ongoing process. The information on the Groups pages was very inconsistent. Group Leaders would be asked to complete a form which would then provide standardised information for each group and could be used as the Annual Report for the Open Meeting. It would be discussed at the GL meeting.

ACTION Isabel

The GDPR statement would be revised to mention email address **ACTION Jan**

9. Social Prescription. We will need to provide evidence of the application of policies eg Safeguarding training for Group Leaders, Job Descriptions (including RUGs) and DBS checks, which may be especially relevant for the Welfare Team.

GPs refer patients through the CCVS. We would not necessarily know who they were. Anita would coordinate Committee members comments on the Action Plan.

ACTION Anita

10.TAT Mailing.

The National Conference was on 29th August. No committee members present expressed an interest in attending, but George will be asked if he would like to attend again.

If anyone had any comments on the Annual Return please let Anita know as soon as possible.

Anita would research the Group Leaders handbook on the TAT website

ACTION: Anita

11. AOB

- I. **Assistant Treasurer.** Alan Pay had agreed to act in this role. He will shadow Phil and they will agree a division of duties. He will be added to the Lloyds account to allow him online access but not authorising payments. He will be invited to the GL meeting **ACTION: Phil and Isabel**
- II. **Amblers.** The group had divided with Janet Newson leading one half. Their name is yet to be decided by the members. Isabel would arrange Beacon access for her through Anne. **ACTION Isabel**
- III. Isabel would arrange a meeting of Walking Group Leaders **ACTION Isabel**
- IV. **Expenses.** It was agreed that payments for printing should be altered and a new claim procedure introduced from next year. Rather than claim per sheet, members can claim a proportion of any purchases for ink and paper.
- V. **Vacancies.** A renewed plea for the Groups Coordinator and Membership Shadow would be included in the next magazine. **ACTION Jan**

There was no further business and the meeting closed at 6.15 pm.

The next meeting is scheduled for Tuesday 23rd April at 4pm.