

## MINUTES OF THE U3A COMMITTEE MEETING

HELD ON TUESDAY 25<sup>th</sup> JUNE 2019

AT ST PAULS METHODIST CHURCH 4.00pm

**Present:** Maureen Wicks (from 5pm), George Redgrave, Anita Wright, Jan Morris, Phil Light, David King, Alan Pay

**Apologies:** Jean Elmer, Isabel Baker

**1. Welcome.** George welcomed everyone to the meeting and chaired until Maureen's return from an O&A trip.

**2. Minutes of meeting of 28<sup>th</sup> May 2019.** These were agreed

**3. Matters arising not covered elsewhere.**

I. Item 3v. There had been no further action on the SUN study day suggestion.

II. Item 3vi. The new phones were working very well

III. Item 3ix. It was agreed that Alan and Isabel would meet before the next meeting to discuss GL's job description prior to the revision of the Procedures Guide. **ACTION: Isabel and Alan**

Once this had been agreed Anita would contact the C CVS about advertising for Group Leaders who may have the admin skills required for the role.

**ACTION: Anita**

IV. Item 4ii. The web site updates were awaiting the webmaster's return from holiday. The display stands had been received.

V. Item 6. The Ageing Well day was for K2 activities only

VI. Item 8.ii We do not need a lottery licence as our raffles are all internal

**4. Matters Arising from Monthly Reports**

I. **Secretary's report.** Anita and George reported on the Keep It Legal training; Anita had circulated the slides. There was a discussion about non-members attending U3A activities. David and Maggie had agreed a temporary month's membership for £2 to ensure guests were covered by insurance.

We need to ensure Group Leaders have information about safeguarding; perhaps there could be a short talk at the next GL meeting. Anita would investigate a speaker. **ACTION: Anita**

We also need to ensure equality and diversity, the need to make reasonable adjustments or perhaps to signpost people to other local groups who may be better equipped to offer services. This would be discussed at the next meeting. **ACTION Anita**

TAT are removing the reference to University, instead referring to the organisation by its initials. We would remove it from our stationery and review the web site. **ACTION Anita and Jan**

TAT recommend using Beacon for all emails.

Some U3As have lost money through financial scams.

Anita again asked for supporting paperwork for all payments she has to authorise. It was agreed that email applications would be forwarded.

II. **Groups.** Isabel had updated her report to cover points raised in the meeting's supporting paperwork.

New groups are advertised to members by email and newsletters (with a request to pass on the information to members not on email) and in the magazine.

III. **Events.** Payments are made to visiting speakers but charitable donations are not permitted from our funds (though individuals may of course make donations at meetings).

## 5. Financial Report

The Gift Aid payment of £3732 had been received.

Some of the items in the figures may be reviewed eg whether the costs of posting the magazine should be included under magazine or printing, post and stationery.

Some items on the statement are ringfenced eg money paid in for O&A trips. We had reserves of £43,000. The donation will be moved into the reserves and expenses for Project 57 shown separately.

The Beacon payment had not been deducted. David would confirm the number of members to Phil prior to payment. **ACTION: David & Phil**

Maureen joined the meeting

## 6. Project 57

- I. Maureen and Jean were visiting the Respite Grannies later this week.
- II. Bus Stop advertising. Four quotes had been received, all in excess of £2000. It was agreed that this was a large sum of money for potentially little return so would not be pursued.
- III. It would be useful to target community events eg Church Fairs, Crawley Festival etc (if we can establish when they are on!), Supermarkets, County Mall, Neighbourhood Notice Boards. Jan would contact Pav at CBC about the boards **ACTION: Jan**
- IV. Poster. We need to agree the wording. Eg Peterborough U3A's tag line is "What do you want to do today". Members should let Jan have suggestions for wording on the poster by Friday 12<sup>th</sup> July. **ACTION All**

## 7. Questions arising following the GL's meeting on 17 June

- I. Anita would send the minutes to Isabel prior to circulation to the Committee and GLs **ACTION: Anita**
- II. Phil had explained the new group finances to the meeting. There had inevitably been questions particularly why all groups shouldn't pay reduced fees. The system would be kept under review. Phil thanked Alan for his hard work in producing the spreadsheets. The Procedures Guide currently says the minimum group fee is £1.50. This will need revision to reflect the need to cover costs to a maximum of £1.50 per session. Mah Jong had a separate arrangement with the church. This could be discussed between Isabel, the GL and the church. **ACTION: Anita**
- III. It was agreed that Isabel, Phil and Alan should meet before the next meeting to discuss the implementation. They would confirm to GLs that the system was going ahead and remind individual groups of the fees for their group. It would be useful to remind them of the rules eg that fees are due per term and not for sessions attended. **ACTION: Isabel, Phil, Alan**
- IV. Tim Wilkins had offered to do a Dementia Friendly session for all members. As the meetings are booked up well in advance perhaps he could be on a "reserve list" in case of cancellations or maybe attend a coffee morning.

## 8. Annual Report 2018/19

This has to be sent out 3 weeks before the AGM with the other paperwork. This would make it mid October. The format and timetable would be discussed at the July meeting.

#### **9. Membership Renewal Process 2018/19**

David would send out letters in July telling people what information is held on Beacon and inviting them to renew.

There was a discussion about membership fees in relation to the surplus (although the fees themselves do not cover the running costs) eg halving fees or having a free year.

It was agreed the Annual Report should include details of the financial situation and our plans for reducing the surplus but fees would remain the same while the new group fees plan was put into operation.

#### **10. Seeking nominations for Committee members 2019/20**

No new nominations had been received. We are starting to ask for members previous occupations so may in future be able to target individuals. In the meantime we would send a further appeal to members (but without the threat of closure as all officer posts would be filled). This would suggest that the jobs could be split eg liaison with GLs, Room Bookings, New members, Renewals etc.

Maureen and Jan would draft a few words for circulation to Committee members prior to sending out. It would also include notification of the TAT AGM which is open to all members.

**ACTION: Maureen and Jan**

#### **11. AOB**

There was a question about waiting lists. We do not hold these. We could use the web site to list numbers of people wanting to join a particular group to encourage a new GL to set up a group.

George will attend the AGM

There was no further business and the meeting closed at 6.20 pm.

**The next meeting is scheduled for Tuesday 23<sup>rd</sup> July at 4pm.** Jan gave her apologies.