

MINUTES OF THE U3A COMMITTEE MEETING

HELD ON TUESDAY 26th FEBRUARY 2020

AT ST PAULS METHODIST CHURCH 4.00pm

Present: George Redgrave, Jim McGough, Phil Light, Jean Elmer, Jan Morris, Ann Sole

Apologies: Alan Pay, Stewart Sole

1. **Welcome.** George welcomed everyone to the meeting.

2. **Minutes of meeting of 26th January 2020** These were agreed.

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

I. **Item 4**

i. Jean and Jan would meet to discuss the Open Day **ACTION Jean and Jan**

ii. All signatories had been added to the Bank Account and Maureen, Isabel and David removed

II. **Item 5**

i. The discrepancies about room bookings had been caused by Excel correcting the submitted dates to 2019. The dates supplied by the church were correct and had been added to Beacon.

III. **Item 7**

i. Jim had been in email contact with Bewbush Academy. He still hoped to talk to Kylie Hooley directly. It may not be suitable for our organisation though it could be advertised at a meeting **ACTION: Jim**

IV. **Item Other Matters**

i. Phil and Maggie Berrill would discuss overnight trips and Phil would contact TAT. **ACTION: Phil**

ii. The Expenses Policy was still a work in progress. Phil and Alan would discuss this further. **ACTION: Phil and Alan**

iii. Borde Hill. A list of names had been submitted to Borde Hill. Jan would write to the members concerned about arrangements for their visit. **ACTION: Jan**

- iv. Name badges. It would be useful for all members to wear an ID badge to encourage social interaction. A plastic holder could be sent with the membership cards.

4. Matters Arising from Monthly Reports

I. Treasurer:

- i. Phil has 2 ladies who are keen to help but do not want the official position of Assistant Treasurer.
- ii. The Gift Aid payment had arrived
- iii. The figures in the report are a snapshot; some large expenses eg to TAT will be withdrawn shortly
- iv. Phil and Alan would meet to review the group membership costs.
ACTION Phil and Alan
- v. Phil will stand down in October. An advert would be placed on Notice Board and in next magazine and George would mention this at monthly meetings. **ACTION: Jan and George**

II. Membership

- i. We currently have 616 members, up by 12 since our last meeting
- ii. The new printer doesn't work so is being returned. It is difficult to find a printer for A5 envelopes so labels may be used. David King had offered to help print envelopes if necessary.
- iii. A large quantity of stamps had been bought

III. Communications

- i. The printing was due back tomorrow. There would be a stuffing session at 9 Balliol Close on Monday 2nd March at 11.00am
- ii. The magazine had been printed without Jim's photo. It would be included in the next one.
- iii. There had been some confusion about the write up of the last monthly meeting. Jean's report would be put on our web site and sent to the speaker, George's was included in the magazine.
- iv. Stuart had been asked to remove and update some items from the website. It was suggested that we should include links to other local U3As. Jan would ask Stuart to do so **ACTION: Jan**

IV. Groups

- i. The St Paul's dates Sept to Dec had now been added to Beacon

- ii. It was suggested that Group Leaders should make their own bookings for ST Pauls, as other leaders do for different venues. In the past the Groups Coordinator had access to the St Paul's booking system to make all the bookings then add them to Beacon. This will be added to the agenda for the Group Leaders meeting
- iii. GLs will also be asked to check their group's membership
- iv. It was suggested that groups could appoint a convenor to handle the admin eg collect fees, take registers, update Beacon etc while the Group Leader concentrates on the delivery of the subject. This will be included at the GL meeting
- v. GLs had been advised about contacting the Welfare Team direct. Jan will ask Anne to liaise with Stuart to arrange a dedicated Welfare email address **ACTION: Jan**

V. Events

- i. Jean would not be at the March meeting. Isabel would coordinate RUGs, Phil would arrange payment to the speaker and George would do the end of meeting checks.
- ii. January's meeting had been very well attended with 76 members present.
- iii. Jean would arrange a date for a Group Leaders meeting in May at St John's and plan the refreshments. Jan would inform GLs **ACTION Jean and Jan**

5. **CCVS 60th anniversary.** CCVS had asked for historical documents and photos to celebrate the work of volunteer groups. It was agreed we were unlikely to have anything suitable. There is an Open Day on 21st May. Should we have a stall?

6. **TAT Head Office.** Members were reminded that TAT had moved into temporary accommodation and that communications may be disrupted.

7. AOB

- I. It was suggested that RUGs could be expanded to include volunteers for admin tasks. Jean would email all members and Jan would put details on the Notice Board. **ACTION: Jean and Jan**
- II. There are 60 members in our U3A who do not belong to any group. Some have joined in the last few months so may not yet have registered with any

groups. Others may just enjoy the monthly meetings or outings or have difficult home circumstances. The list had been checked against the latest monthly meeting and Jean would also check the Royal Albert Hall and Christmas lists. Ann would look at this nearer the renewal date and if necessary refer members to the Welfare Team. Group Leaders would be reminded to update their lists on Beacon; this would be mentioned at the GL meeting. **ACTION: Jean, Ann, Jan**

- III. There was a discussion about the renewal process and whether membership cards could be issued at the Open Meeting. Space could be an issue. Jean would investigate alternative venues with good transport links. This would be discussed at a future meeting. **ACTION: Jean, Alan**
- IV. Phil had seen the slogan “Rethink Retirement” and all agreed this would be useful to promote our U3A.

There was no further business and the meeting closed at 5.35pm

The next meeting is scheduled for Tuesday 24th March at 4pm.

ITEMS FOR NEXT GL MEETING

1. St Paul’s Bookings
2. Adding members to Beacon
3. Group convenors
4. Welfare referrals