

Minutes of the Committee Meeting held 8th November

St Pauls Room 2

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

Apologies: Groups Coordinator (Peter Beckley) due to a kitchen emergency

The Chair opened the meeting by stating that this would have been the last meeting attended by Peter Beckley as a Trustee. He thanked Peter for his contribution as a Trustee over his term of office.

Standing Items

Agenda Item 2(i): Minutes of the 11th October meeting

The minutes were approved with no corrections. The Access Coordinator pointed out that she had been confused by the Action for the Chair under Minute 9(v) ("to pass to Trustees the comments he had received from a prospective new GL on things to consider when setting up a new Group") not appearing on the Action Log, given that she had not realised that the Exploring Local History group description (see the copy of this under the 8th November Agenda Item 3 Groups Coordinator monthly report) was what the Chair had been referring to.

It was agreed that in future Actions completed before the subsequent meeting would be retained on the Action Log for that meeting, but with a clear indication that the action had been completed.

Action: Secretary to note this at the top of the Action Log and in the Committee Procedures

Agenda Item 2(ii): Review of Action Log

No points made.

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

(i) Third Age Trust (TAT) AGM

The Chair stated that although he did not recommend Trustees spend time viewing the video of the AGM itself, the other, much shorter, video presentations were worth viewing. See <https://www.youtube.com/playlist?list=PLsB2t41TNozHt-u2ZAECuWh3uXjs3tEeW>

(ii) Members Coordinator Report: Update on Membership Renewal

The Members' Coordinator reported current membership stood at 616 consisting of:

2022/23 members renewing	528
Pre 2022/23 member rejoining	1
New members joining after 1st Sept 2023	64
2022/23 members renewal outstanding	23
Total current	616
2022/23 members not renewing (resigned or died)	49

She reported that the Membership Support had already contacted most of the 23 members whose renewal is outstanding and the Members' Coordinator would be contacting Membership Support once she returns from holiday on 28th November to ask her for updates.

It was likely that most of these members would not renew giving us a total loss of members for the year of slightly more than 10%. The Chair said this annual level of loss was to be expected given the age profile of the members though it would be useful to know if members were resigning for reasons other than health and infirmity, such as not being able to join the Groups they wished to because they were full.

The Secretary expressed her surprise at the high 74% of continuing members not wishing to continue receiving Third Age Matters (TAM) now it was charged for separately. This rate seemed to be higher than for other u3as, judging by comments made on the Chairs Forum Facebook site.

(iii) Members Coordinator Report: Christmas Party

The Members' Coordinator reported the following:

- The working group now numbered four: herself, Carol Allen, Sue Mearns & Carol Palmer and would meet on Tuesday 14th November.
- Hampers for the raffle prizes had been ordered
- The prices for the food order were still under discussion with the potential suppliers
- The Master of Ceremonies had been confirmed (subject to receiving a copy of the party programme)
- 8 RUGS would be required, 4 to be in the kitchen, 2 to sign in attendees and 2 to wander around troubleshooting.

She thanked Sue Parker for her notes from last year's party.

The Committee agreed that members attending would be charged £1 to reserve their place in advance. This would cover both the entrance and raffle tickets.

Other points made were:

- The u3a possesses a CD suitable for large venues
- The Treasurer would ask Peter Beckley if he still intended to provide a quiz. Sue Parker had a lot of quizzes available if Peter was unable to provide one
- The Members Coordinator should feel free to ask other Trustees to assist her if necessary

Action: Chair to ask the agreed member to dress as Father Christmas and to recite appropriate verse. Father Christmas would also give out the raffle prizes.

Action: Members Coordinator to ask each Trustee to contact by phone a list of members not on e-mail to issue invitations before the e-mail invitation is disseminated.

(iv) Treasurer's Report: Decision on New Display Screen

The Committee agreed not to purchase a new screen, for reasons of storage and transportation.

Action: Treasurer to let the Speaker Organiser know of this decision.

(v) Group Coordinator's Report: New Group Description Pro-forma

It was pointed out that this pro-forma (used for Exploring Local History) did not include anything on costs.

Action: New Groups Coordinator (as elected at the AGM 2023) to redesign the New Group Table.

(vi) Group Coordinator's Report: O&A 8

The Treasurer reported that 10 members attended the initial meeting on 6th November. Different members will be organising trips and he will be writing an article for the Newsletter on the group.

Action: Treasurer to provide an article for the December newsletter on the O&A Group 8 programme.

(vii) "Give it a go" programme

The Treasurer is also intending to run, with his partner, a "Give it a go" programme with each session focussing on a different activity, such as zip wiring, willow weaving, pottery, hawking which members may have always wanted to try but never had the opportunity to do so.

Non-Standing Items for Discussion

Agenda Item 4: Proposal for addressing Short Mat Bowls loss

The Chair stated that he had been trying to address this loss since August but had received little in the way of response from the Group Leader (GL). He believed that the Group should be run on more financially sustainable lines in order to prevent the same situation recurring, rather than just trying to break even. The Treasurer stated that the objective should be merely to break-even and that he believed that this could possibly be achieved by running just the Wednesday group.

The Committee agreed that the Chair would inform the Group Leader, after the AGM, that:

- The Monday group would close after December 2023;
- The subscription for each Wednesday session would rise to £3.50 per person from the start of January
- The length of the Wednesday session should be reduced by 30)
- The fee would be reviewed at the end of every term – if the number of members increase then there may be scope for reducing the fee and still break-even.

[Early on 10th November the GL did send a response to an earlier e-mail sent by the Chair but contesting the need to raise the subscription]

Action: Chair to communicate Committee decision to the GL.

Agenda Item 5: AGM Final Update Report

The Secretary ran through the list of procedural matters (since included in the "Annotated Final Agenda" disseminated on 9th November to all Trustees).

Agenda Item 6: Report on 30th October Coffee Morning and Date of Next Event

The Committee agreed with the points made in the report and that the additional publicity had paid off. The following decisions were agreed:

- The Crafts stall would feature in just one coffee morning each year, the one held in the first term.
- The u3a would continue to hold a dedicated meeting for New Members similar to the one in September 2023 for New Members after the Open Day but otherwise continue with the monthly small gatherings at St Pauls (the responsibility of the Members Coordinator & Membership Support). New members would be sent a special invitation to the 1st Coffee Morning subsequent to their joining.
- There would be dedicated tables at future coffee mornings for new members.
- One of the Committee Members would be based in the Friary hallway to steer new members to one of the dedicated tables.

- If the Friary has availability the date of the Next Coffee morning will be Tuesday 20th February.

Action: Secretary to try to book the Friary for 20th February 2024

Action: Secretary to amend the report on the Coffee Morning and place on the website and to feed recommendations into the draft Events Checklist

Agenda Item 7: Group Development

The Access Coordinator (& prospective Groups Coordinator after the AGM) pointed out that the Development of Groups, whether it be taken to refer to improving the quality of indoor groups (as it does here) or to the creation of new groups, is a different concept to that of “Support”. “Support” should not have been used as part of the original title.

She went on to say that, once she was formally elected to the role of Groups Coordinator she would want to visit all the Groups and be seen as the key Committee contact for Group Leaders (GLs). It would confuse the GLs to receive communications from other Trustees.

The Committee agreed to defer any investigation into, or other work on, the quality of group learning for at least a few months to give the new Groups Coordinator opportunity to assess the need and/or scope for this.

Action: Chair to forward to the new Groups Coordinator copies of correspondence conducted over the last few months with the Group Leaders and others with which he has communicated on quality matters.

Final Standing Items for Discussion

Agenda Item 8: Trustees Calendar Update

The agenda for the December meeting was agreed, subject to the addition of an item on the Update of the Accessibility Policy (originally intended for this meeting but deferred).

Agenda Item 9: AOB

None

The meeting finished at 17:55