

Agenda for Committee Meeting at 4.00 p.m. on Wednesday 9th August 2023

St Paul's Church

No	Description	Lead	Pages
Standing Items			
1.	Apologies for absence	Chair	
Report and Discussion with Open-Day Working-Group (WG)			
2.	8 th September Open Day Proposed Arrangements	Comms Coordinator/Groups Coordinator	3 - 6
Standing Items (remainder)			
3.	(i) Approval of Minutes of 12 th July meeting and matters arising	Chair	7 – 10
	(ii) Review of Action Log as of 5 th August		11 - 12
4.	Monthly Updates from Third Age Trust and Committee Members	Chair	13 - 16
Non-Standing Items for Discussion			
5.	Membership Renewal 2023/24: (a) "Advance notice of renewal" e-mail sent 28 th July: (i) Background (Members Coordinator) (ii) Response to 1 st member's e-mail (iii) Response to 2 nd member's e-mail (iv) Any other actions required vis-à-vis the 28 th July e-mail (b) Next actions on renewal process and any additional help required (esp prior to Ann's return on 21 st August)	Chair	n/a
6.	Priority Seating on Coaches & Friary Meetings	Access Coordinator	17 - 18
7.	Planning for the 2 nd October Group Leaders Meeting	Chair/Secretary	19 - 21
8.	AGM 2023 Draft Timetable	Secretary	22 - 24
9.	Organisational Structure after November 2023	Secretary	25 - 30

10.	Actions to recruit more Trustees	Chair	31 - 34
11.	Draft Agendas for next two meetings		35
12.	AOB		
	Next Meeting: Wednesday 13 th September		

Agenda Item 2: 8th September Open Day Proposed Arrangements

Actions for Committee (Trustees): To deal with the items under the heading in green

The Open Day Working Group (WG) has now met twice:

1st meeting: Friday 14th July (notes sent out by Sue Parker by e-mail to all Trustees on 21st July)

2nd meeting Tuesday 1st August (see **Annex 1** below for the notes)

Their next meeting is to be Monday 21st August

Actions for individual trustees

These are shown clearly in Annex 2. The WG will assume that, unless they hear otherwise, the relevant Trustee is able to undertake these.

To Cover at the Committee Meeting in Presence of Working Group

As the next Trustees' Committee meeting does not take place until 13th September, after the Open Day, this is last opportunity for the Committee to discuss together any matters requiring Committee clarification or decision. These are listed below, with the relevant section in the notes shaded in pale green

Committee to clarify or make decision on:

1. **Laptop** It seems nobody has the password to unlock the laptop previously used by an Assistant Treasurer. Should we try and resolve this by taking it to a specialist shop and if so who should do this?
2. **Availability of Group fees** For groups for which we will not know the final fees by the Open Day should we indicate likely range on the list?
3. **Guest Fees for non-Affiliate members of other u3as.** Can Treasurer/Groups Coordinator let us know which Groups will be offering these?
4. **One-page leaflets for Groups** Should we make this voluntary or compulsory (though tricky to enforce without alienating GLs) for all Groups (see Annex 2 for Poetry Group sample)?
5. **Groups not represented** The Committee would like to know which, if any, Groups are expected not be represented by their GL or any other of their members so we can consider if and how we might otherwise advertise them.

Annex 1 Note of 2nd Open Day Sub-Committee meeting held on Tuesday 1st August 2023

Comments from Secretary (Margaret Lloyd) in *purple italics*

Present: Isabel Baker
Peter Beckley
Jean Elmer
Sue Parker

Advance Publicity

- (ii) **Sue** to sort out posts in local neighbourhood Facebook groups, to go in a week or so before the event. So far we only have Furnace Green, Ifield and Pound Hill covered
 - (vi) **Sue** to send out Beacon email to all members, reminding them of the Open Day 10 days before the event, urging them to tell as many people as possible about it
 - (vii) **Sue** to check whether she or the **Secretary** will do the highlighted notice at the top of the Crawley u3a website Welcome page
 - (ix) **Sue** to check that the **Secretary** is happy to write to neighbouring u3as to invite their members
- The **Chair** and **Communications Coordinator** will go out with u3a leaflets and Open Day flyers on Thursday 31st August to places such as Broadfield and Bewbush Community Centres

Publicity on the day

- (ii) **Peter** is waiting to hear from Agatha whether we can fix notices and banners to the Friary hall, railings etc.
- (iv) **Isabel** has ordered pencils but is waiting for the lanyards to come in. **Sue** will make available when needed the large supply of plastic card holders and cards which Jean passed to her last year

Entrance hall and/or just inside the Main Hall

- (ii) **Laptop** – since the availability of the laptop was discussed at the meeting, it has been established that although the laptop is now in our possession, we are not certain whether we can access it unless someone has discovered the password. If the laptop is available on the day to display the website and/or videos of some of our activities such as Petanque and Pickleball, the Sub-Committee thought that the best place to locate it will be on the stage on one of the small wooden tables normally used for signing in. There is a socket plus the screen available on the stage. We assume that the **Treasurer** will be in charge of this

Groups Directory – the new format Groups Directory to be provided by the **Secretary** should ideally go on the Membership table

Sheet with membership and group fees etc – we need to establish who will be providing this. The **Treasurer** or the **Membership Coordinator**? *There is already a Membership Fee Options document on the Members page of the website. A Membership Fees for 2023/24 document (to be provided by the Members Coordinator) will be added at some point during the renewal process together with the 2023/24 New Members & Renewal forms. We should know all indoor group fees (£2 per session apart from probably Painting & Drawing & possibly Bridge) but not the outdoor group fees.*

Information for Affiliate members etc – again, who will be providing this? *Affiliate Membership fees for 2023/24 known but not sure which Groups will be adopting the Guest fees for Affiliate members.*

Layout in Main Hall

Peter brought a list to the meeting which showed which **Group Leaders**, or representative, will be present at the Open Afternoon. It was estimated that we will need 12 tables, each table accommodating two GLs.

The groups will be grouped together under the following headings: Music, Games, Interests, Activities, plus Membership. Isabel's granddaughter, Georgie, will draw up a draft floor plan

Painting and Drawing have asked to be placed in front of the stage (they were there last year). The worry is that if we have the laptop running on the stage then the curtains will have to be open, and

it may be that they were hoping to use the curtains to attach their artwork to. **Peter** or **Sue** to check with them

(iv) **Isabel** and **Jean** to arrange to see Stephen the week before the Open Day with the floor plan to run through it with him in order to avoid the incorrect layout we were confronted with last year. They will also ask him to ensure that there is a microphone available on the day. Not for making speeches but so that someone can make themselves heard in case of an emergency, such as the need to evacuate the hall

(vi) **Table for potential new groups** – **Janet Newson** has agreed to take charge of this table. It was thought that this could be placed near the membership table, at the back of the hall, so that it is separate from the other groups in the body of the Hall. **Craig Edwards**, who is interested in starting an **Air Rifle Group** and has indicated that he is able to attend on the 8th, can also sit at this table

Avoiding Excessive Congestion in Main Hall

Nothing to add to this

Group Tables

(iii) **Sue** to email the floor plan to the GLs before the Open Day, asking them if they could be at the Friary Hall by 13.45 if possible.

(iv) Where possible, **GLs** to produce a one page leaflet on their group containing meeting details, current size, intended programme for 23/24, highlights of 22/23, photos (optional). The Chair produced a template for the Poetry Group which Sue showed to the Sub Committee (see **Annex 2**). **Sue** to check that the **Secretary** is happy to send out the template to Group Leaders, as well as offering assistance if any GLs require help. **Sue** is also happy to help if anyone is struggling to do this as she can put together something from the website or newsletters, as well as helping out with photos for some groups

Membership Table

Space will be allocated at the back of the hall for two tables (one for new members, one for renewals), with two chairs at each table

Post Event

Sue will aim to produce a post event report in time for the Committee meeting to be held the following week

The next GLs meeting is due to be held on 2 October so it will be possible to follow up with GLs the impact on their numbers as a result of the Open Day *and we will be inviting feedback from the event from them*

The Working Group will hold a post Open Day meeting to discuss what went well and what could be done better next year. This may be held after the Committee meeting due to little time between the Open Day and the Committee meeting

Additional points

Fire exits to be marked on the floor plan

Sue to check that the **Secretary** will be doing a risk assessment

Jean Elmer sends her apologies for next week's Committee meeting. Isabel Baker will attend

The next meeting of the Working Group will be held on **Monday 21 August** at 10.30am at Jean Elmer's house

Annex 2: One-Page Group Leaflet Sample for Poetry Group

Crawley u3a Poetry Group 2023-24

When: Every 2nd and 4th Wednesday 1100 until 1300

Commences Wednesday 13th September. We generally have 3 terms of 7 weeks, with a short break at Christmas. There is no meeting in August.

In common with other groups, we each pay £2 per session, collected at the beginning of every term (£14). This covers the cost of room hire.

Where: All sessions take place in Room 6 at St Paul's Methodist Church, Northgate

What: Our aim is to encourage the enjoyment and appreciation of every form of verse, from the familiar to the new, and from a wide variety of sources. We do this in various ways: by researching poems based on a variety of agreed topics, poets, and genres; by collaborating on reading a longer (often a narrative) poem, by the occasional use of media, and by means of a quiz completed in the comfort of your own home. Some of our members present their own work. Most of us don't, but we all take turns to read the poems we have researched and engage in a lively discussion which often goes way off the topic! Turning up, simply to listen, is also encouraged.

During 2022-23 attendance averaged around 10.

In the true spirit of the u3a the accent is on having fun in a sociable setting, making friends, and learning something new!

Jim McGough, Group Leader Poetry Jim.mcgough1@btinternet.com



Agenda Item 3(i): Minutes of the Committee Meeting held 12th July at 4pm

Saint Paul's Northgate

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

Standing Items

Agenda Item 1: Apologies for absence

None

Agenda Item 2(i): Minutes of the 14th June meeting

The minutes were approved.

Agenda Item 2(ii): Review of Action Log at 9th July and Matters Arising

1. 15th Dec Agenda Item 18. Microsoft Licences

It was asked when it would be confirmed whether the Committee could take advantage of Microsoft's offer of free licences, as some Trustees were currently using paid-for Microsoft licences which would soon expire.

The Secretary confirmed she would continue with investigating the implications of using this free Microsoft account and report shortly. Her personal Microsoft licence was due to expire at the end of July and if using the Microsoft free licences was not feasible for the Committee she would have four spare "family" licences available to offer to other Committee members.

2. 10th May Agenda Item 4. O&A Working Group (WG) Phases 1

The Access Coordinator requested that she be copied into all e-mails sent by the Group Coordinator and/or the Treasurer to O&A Group Leaders (GLs) and others relating to O&A WG matters.

3. 10th May Agenda Item 9. Access Location Guide

The Access Coordinator stated she had decided not to include anything wi-fi access. St Pauls was the only location in which any groups requiring wi-fi access were based, and the relevant GLs knew how to access it and could inform their members if required.

4. 14th June Agenda Item 2(ii) Printer

A new ink-tank printer had been purchased for c£300 and would be arriving at the Members' Coordinator's home soon. Meanwhile Ann Sole has managed to get the old printer to access wi-fi, using a new router, and so this printer would now be available, at her house, to do any bulk printing.

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

1. Treasurer's Report Item 2: Painting & Drawing (P&D) Finances

The Treasurer updated the Committee on his recent conversations with the Painting & Drawing GLs, GLs outlining their proposal that their members pay an additional 50p per session from September 2023 onwards, in order to cover the higher rental costs of their preferred location (Holy Trinity Church).

The Treasurer stated we needed to consider this carefully and made the following points:

- The recent 2023/24 Fees Meeting 2023/24 had agreed that all indoor groups should, as was the case in 2022/23, charge group members £2 per session. This was the figure necessary to cover forecast costs across all groups combined.

- The Holy Trinity church room in which P&D meet charges a higher rent than other venues the u3a use, the £2.00 standard attendance fee is not sufficient to cover this higher rent. The P&D group are actively looking at alternative lower cost venues, but the Group members are keen to stay at their current location so had collectively agreed to offer to pay a supplement on top of the £2 to cover the additional costs.
- The Bridge Group could potentially find themselves in a similar situation once the rents at Three Bridges Cricket Club increase, in that their members are keen to continue meeting there rather than an alternative venue.

The Treasurer concluded that he felt there was a case to amend the current policy on standard group fees for indoor groups meeting at rented venues other than St Paul's as follows:

"If a Group wishes to meet at a venue with higher rental costs than those charged by St Pauls, and is unable, at their current membership level, to cover their running costs by charging the standard group attendance fee, then they will be expected to charge a supplement fee sufficient to cover their running costs. This supplement will be agreed with the Treasurer and reviewed on an annual basis".

The Committee agreed this amendment.

Action: Treasurer to inform the Painting & Drawing (P&D) GLs that they can continue to meet in the room they currently use at Holy Trinity Church if the members pay £2.50 per session wef September 2023.

Action: Treasurer to amend the Financial Policy Delegated Decisions schedule on the web.

Action: Groups Coordinator to liaise with the P&D GLs over the health and safety issues they raised and seek resolutions as soon as possible.

2. Communication Coordinators Report Item 3. Open Day Sub-Committee

It was asked whether any GLs had been invited to be on this sub-committee. In response the Communications Coordinator explained they would be discussing GL involvement at the inaugural meeting in two days' time.

3. Access Coordinator's Report 6. Volunteers

The Communicators Coordinator confirmed she would give some thought as to how a webpage aimed at potential volunteers might be incorporated into the website.

Action: Communications Coordinator to include this on future website changes list held by website editors.

Action: Chair to include this when proposing ways of recruiting more volunteers ahead of the 2023 AGM.

Non-Standing Items for Discussion

Agenda Item 4: Midsummer's Eve Celebration: Report and Points for Future Events

This report was approved. It was agreed that next year the planning should start earlier, and that there was no practical method of assessing attendance.

Agenda Item 5: 30th June 2023/24 Fees Meeting: Minutes & Points for Next Year

The Minutes were approved.

On the subject of what could be done differently next year the Treasurer requested that only the budget and membership fees should be the subject of the meeting, with group fees being approved separately by the GLs at a meeting in the summer term. This would probably require amending the Constitution.

The committee agreed that the number of GL meetings be increased to three a year (one per term).

Action: Secretary to investigate the implications for amending the Constitution to exclude the approval of group fees from the annual fees meeting, and to report back on this to the next Committee meeting.

Action: Secretary to send an e-mail via Beacon to all e-mail members to report on the outcome of the fees meeting on 30th June.

Agenda Item 6: Membership Renewal:

1. Approval of Draft forms

The Membership Coordinator explained that, after consideration, it had been decided that overall it was more efficient to pre-fill the Renewal form with member details, rather than asking members to complete it themselves.

It was acknowledged that adapting the Renewal forms to incorporate new requirements whilst still ensuring both that it did not exceed two pages in length and that it could still be pre-filled by Beacon was a fiddly and time-consuming task.

It was requested that the following minor changes be made to the wording and format, if possible given the space constraints:

Renewal & Membership Application Form

- That against the Emergency Contact should be requested Name & phone no and Relationship to you, as in the current renewal form.
- That the line "All members must follow the [Principles of the u3a movement and Members Code of Conduct](#)" be reformatted and replaced by:

All Members must:

- Follow the [Principles of the u3a movement and Members Code of Conduct](#)" (included in the Members Handbook, and on the Members page of the Crawley u3a website)"
- Always act in the best interests of the u3a etc
- Under Membership Fees the September 1st in "Your renewal fee of £16.00 is due from September 1st 2023" be replaced by 1st September, and the New Application form phrase "£8.00 if joining after 1st March" amended to include a "following" before the 1st March
- Under the TAM section change "enclose" to "add"
- Under Payment Details it is the Members Coordinator, not Membership Coordinator

2. Policy towards TAM for new members

It was agreed that new members would receive TAM free of charge for the remainder of the current membership year in which they join.

Action: Members' Coordinator to amend the renewal and membership forms to incorporate the points under 1. above and the agreed policy on TAM for new members.

3. Membership cards

The Committee agreed that for 2023/24 membership cards would be produced in a physical form for all members.

It was agreed that the former reference to Membership Support on the back would be replaced by the Membership Coordinator's contact details and Crawley u3a website address.

Action: Members' Coordinator to action.

4. Timetable

This was approved. It was agreed that it would be sensible to bring forward the date the September newsletter is issued so that copies to members who do not receive it by e-mail can be sent to them with the renewal information.

Action: Communications Coordinator to update the hard-copy Newsletter delivery and postage list

Agenda Item 7: Future Publicity Events

It was felt that the preparations for the Open Day itself should be prioritised over running any more publicity events beforehand.

Action: Communications Coordinator to check whether there are any events (such as special markets) taking place in Queen's Square or the Mall before the Open Day at which we could advertise the forthcoming Open Day.

Agenda Item 8: New Members Meeting for Late September 2023

It was agreed it would be preferable to hold this event in late September, and to fix it soon so details could be available for dissemination to new members at the Open Day on September 8th.

The Chair and Members Coordinator would be co-ordinating this event. It would be helpful if a few GLs could attend, as well as Trustees.

Action: Secretary to ascertain which dates were suitable, in the light of the availability of Trustees' and the St Paul's canteen, and the desirability of holding it at a time when groups are meeting at St Paul's.

Action: Chair & Members Coordinator to make final decision on date and organise

Agenda Item 9: Trustee Role Profiles and Responsibilities

The secretary explained that we needed to start thinking about which Trustee and Support roles we need to prioritise recruitment for at the November AGM.

She also felt it useful to draft something explaining what becoming a Trustee involves. A couple of Trustees felt that her first draft was too formal, too much like a formal job advert and off-putting.

The proposed next steps were agreed [subsequently to the meeting].

Action: Secretary to ensure proposed next steps followed by 4th August to feed into next update for 9th August meeting

Agenda Item 10: Update of Safeguarding Policy & Guidance

This was approved. The Secretary would add external organisation contact details to the Annex Guidance section and place the document on the web. The

Action: Chair to write some guidance notes to appear alongside policy link on web

Agenda Item 11: Draft Agendas for next two meetings

These were provisionally agreed

The meeting finished at 18:01

Agenda Item 3 (ii): Action Log as at 5th August 2023

Includes all actions arising from the minutes which are not completed by the time the papers for the subsequent meeting are sent out.

Actions will be removed once they are completed or superseded by an action from a subsequent meeting.

Comments *in italics* in the right-hand column indicate that the action is not yet fully completed and will be carried forward to the subsequent Action Log.

Meeting	Agenda Reference	Action	Progress/Comments
26th April	11. Contents of crates handed over by Janet Boniface	Sort and log the historic items and old u3a papers held by Janet Boniface	<i>Work in progress. Yielding some useful info.</i>
12th April	8. Trustee ownership of Crawley u3a policies and documents	Members' and Comms coordinator to determine how the information included in the Members Handbook might be provided to new members more efficiently.	<i>To be done before start of 2023/24 membership year</i>
10th May	4. O&A Phase 1 WG report	(ii) Existing O&A groups to review membership to see if they have capacity to offer spare places to O&A 5 then O&A 2 members	<i>To be carried out in September</i>
		(iii) Groups Coord & Treasurer to launch a new O&A Group, 8, with revised operating guidelines including automatic periodical rotation of GL and every member organising events	<i>Will probably be launched at the 8th Sept Open Day – has this been confirmed now?</i>
	10. Group Resilience and Development WG	Chair to approach any GLs he believes would make a valuable contribution to this.	<i>See Chair's Monthly Report for progress to date.</i>
14th June	3. Comms Coordinator	Comms Coordinator to produce a list of actions which need to be carried out prior to monthly meetings, coffee mornings, and other events.	
	6. Outstanding Beacon Access Privileges and GDPR actions	General Management Items 4 & 6: Secretary to establish processes to ensure and demonstrate compliance	<i>In progress</i>
		Amend Beacon Roles as approved and communicate to all Beacon users once done so	All Committee and the Seasonal Outing & Speaker Organiser ones done. <i>Others still o/s</i>
12th July	3.1 Painting & Drawing Group Finances	1. Treasurer to respond to the GLs on their proposed fee suggestion	
		2. Groups Coordinator to liaise with the P&D GLs on the Health & Safety issues they raised.	<i>Contacted the GLs on 14th July but not heard back.</i>

	5.June meeting on 2023/24 Fees	Secretary to investigate the implications for amending the Constitution to exclude the approval of group fees from the annual fees meeting, and to report back on this to the next Committee meeting.	
	6. Membership Renewal: Forms & TAM	Members Coordinator to amend the renewal and membership forms as indicated, including the agreed TAM free-of-charge policy for new members.	
	Membership Renewal: Membership Cards	The Members Coordinator to amend the membership card to include her contact details and the Crawley u3a website address.	
	Newsletter hard copy distribution	Communications Coordinator to update the hard-copy Newsletter delivery and postage list for early September	
	8. New members Meeting late September 2023	Secretary to ascertain which dates were suitable, in the light of the availability of Trustees' and the St Paul's canteen, and the desirability of holding it at a time when groups are meeting at St Paul's.	<i>Groups Coordinator requested availability of St Paul's canteen with Nicola Postle 17/07/23. Nicola Postle now away until 7/08/23.</i>
		Chair & Members Coordinator to make final decision on date and organise event	

See latest [List of Crawley u3a Policies & Documents](https://u3asites.org.uk/crawley/page/123801) on <https://u3asites.org.uk/crawley/page/123801> for outstanding actions on the update of policies and documents.

Agenda Item 4: Monthly Updates from the Third Age Trust and Committee Members

Action for the Committee: To note and make decisions on items in green

Third Age Trust: National Level

U3a Festival 24: 17 – 19 July 2024 University of York

This is going ahead and will comprise a wide range of activities, talks, workshops, exhibitions, sports, tournaments and concerts

More information will be gradually added to the site <https://www.u3a.org.uk/events/festival-2024>

The **interim (pre-audit) financial report for the 12 months to 31st March 2023** can be accessed on:

<https://www.u3a.org.uk/advice/mailings>

This report excludes the small expected surplus from TATTL (Third Age trust Trading Ltd).

The highlight of the report is that the surplus of £53k is a considerable improvement over the budgeted deficit of £482k, due to expenditure being lower than planned.

Disappointingly, the end March 2023 membership of 375,000, although higher than the pandemic low of 366,000, is still considerably down on the pre-pandemic figure of 455,000.

Third Age Trust: Regional Level

The next WSN meeting takes place on Friday 18th August at 10:00am by zoom.

Chair (Jim McGough)

1. New Chairs Forum

I have accepted an invitation to join a new u3a Chairs Forum. This has been described as follows:

“The Forum will build on work done over the last year involving u3as from across the country to enable Chairs to discuss matters of common interest informally on Zoom. Our next meeting will be at 7.00 pm on Monday 14th August, where the main topic for discussion will be the two u3a resolutions to be put to the Third Age Trust AGM in October.

Our intention is that Forum members will continue to meet regularly on Zoom and that they will also be able to become members of a new Facebook group and share information, views and experiences relevant to u3as. The group can be found at <https://www.facebook.com/groups/chairsforum>.

This initiative comes from a group of u3a Chairs rather than the Third Age Trust but we hope and expect that it will help the Trust to understand better the needs and wishes of local u3as around the country.”

While the first zoom meeting will not take place until later in August, my early engagement with the website .reveals that there is widespread interest in the topic of the recruitment of new committee members, and the inherent difficulties faced.

2. Interest Group Resilience

I continue to work on the attempt to enhance the resilience of interest groups, in particular those with a clear academic flavour. I circulated a note a few weeks ago to 8 Group leaders inviting some views on their experiences, and vulnerabilities, and a notion of what possible support they could identify as helpful in sustaining their continuing functioning and flourishing. Perhaps unsurprisingly, having received only a few responses I was prompted to approach them individually. This effort continues, but has already revealed some insights, such as the past use of mentors, now discontinued, and the skill and ingenuity Group Leaders exercise in handling challenging material.

My goals are to produce an outcome which, firstly, gives Group Leaders confidence in delivering good quality output, in the knowledge that there is a culture and mechanism of support available to help resolve

problems. And, secondly, to provide information accurate and compelling enough to influence the creation of a Group Development role in the proposed structure outlined elsewhere. I also wish to bring this to the forthcoming Group Leaders' meeting.

3. Short Mat bowls

I am currently examining the future structure of The Short Mat Bowls Group in the face of declining attendance and possible financial unsustainability and I will report on the position separately.

Secretary (Margaret Lloyd)

1. Monthly Friary Talks

Attendance at the July 14th monthly meeting, at which Sue Hicks spoke on "Tissues and the Teena Lady (comic poetry)" was, a 69, below the average figure (Jan to June) of 80.

Anecdotal evidence suggests that some members were discouraged from attending because the title implied that it was going to be an hours' worth of funny poems around incontinence.

In fact it was an informative talk on potential health problems suffered by older people, with a few comic poems and anecdotes from her life as a pharmacist thrown in for light relief. Afterwards quite a few people told me it was better and more useful than they had expected.

I asked Liz Tennant whether perhaps more of a description of each talk could be given, rather than just a title, when advertising it in the Newsletter and on the website?

Liz Tennant's reply was as follows:

"I completely agree with you as the talk did take a different turn from what I was expecting and Tissues and the Tena Lady wasn't even mentioned!

Sue Hicks was a replacement from the original speaker I had booked and I should have found out more about her before confirming the talk.

In future I will make sure I get more details about the speaker and give Sue Parker the information for the newsletter".

2. External Examiner

On 15th July George Stringer, the External Examiner we only appointed in May (see 14th June Committee Papers, agenda Item 7), informed us that he could no longer act. This was because of changes in the regulations governing the continuing professional education that all members of the Institute of Chartered Accountants for England and Wales, of which George is a retired member, need to undertake if they are to continue practicing.

This news was a blow, but fortunately the Treasurer managed to get Tony Neale, a fairly new member of Crawley u3a who is a recently retired accountant and who has acted as the external examiner for other charities in the past, to agree to take on the role.

Tony is one of the Group Leaders for the Petanques group. Normally we would consider that Crawley u3a members acting as Group Leaders are not sufficiently financially independent to act Independent Examiner but as we do not

charge group fees for Petanques the fact that you are a Group Leader is not relevant.

Tony's appointment was formalised on 25th July.

3. Microsoft Licences

Due to unforeseen demands I have not managed to continue investigating the set-up of the not-for-profit free Microsoft licences but I have renewed my personal Microsoft licence, paying £20.00 extra (£70.00 vs £59.99 for 12 months to 31/07/24) for family membership, so possessing 5 extra licences. These can be used by any other Trustee.

Proposal from Treasurer: The u3a to notionally convert the 5 additional licences into the u3a licence, reimbursing the additional £20 cost. Then over the next year we move the other laptop licences onto this

one as they come up for renewal. In a year time we could look at then converting it to the not-for-profit tariff.

4. Migration of @Crawleyu3a.org.uk e-mail accounts

Stuart Spreadborough has been informed that the host provider for the u3a web-linked e-mail addresses will be migrating to a new system. This means that the incoming and outgoing server references in our account settings (accessed via Microsoft settings/e-mail accounts) will be changed from 123-reg to something else (yet to be communicated). It is not clear when this will happen but Stuart should receive a warning and he will let us know the new settings.

He also mentioned, when I spoke to him on the phone, that we may be charged for these e-mail accounts, at £23 per account per year.

5. Proposed New Air Rifle Group

I have been liaising with Crag Edwards on the implications for u3a insurance of running an Air Rifle group, to take place at the rifle range of the 2nd Ifield (St Margarets) Scout Group at the Acorn, Friston Way, Ifield. It looks as if we would be adequately covered for insurance purposes and that Craig will be able to start recruiting at the 8th September Open Day.

Treasurer (Graham Friday)

Banking: Authorisation levels for Jacqui, Sue and Peter have been corrected on the mandate.

Gift Aid: Claim for the membership year 21/22 has now been submitted to HMRC, claim amounts to £710.75.

St Paul's Room hire charges: St Paul's have informed us that their room hire charges are going up by just over 8% with effect from 1st September. This decision was made after we had determined the Attendance fee for next year.

Main Hall – up from £15.25 to £16.50 per hour

Canteen – up from £11.65 to £12.60 per hour

Rooms 2,6,7,9 – up from £9.25 to £10.00 per hour

It's too late to consider an increase in our Attendance fee, the additional costs will have to be absorbed and funded by reserves, unless covered by an increase in attendance numbers. A two-hour session would be the equivalent of needing 1 additional person attending that group to cover the additional cost.

Communications Coordinator (Sue Parker)

- 1) No newsletter in August. Work has already begun on the September newsletter. A decision needs to be made as to whether it goes out with the renewal papers or on its usual slot of the first Monday of the month (4th September). My inclination is the latter as I suspect that it will probably be around 20 sides (10 sheets of paper) and I would prefer to print it myself
- 2) The first meeting of the Open Day Working Group was held on Friday 14th July. Peter and I attended the second meeting on Tuesday 1st August (notes included in [Agenda Item 2](#)) and the next meeting is scheduled for Monday 21st August
- 3) I submitted a photo and a short article to the Crawley Observer on Councillor Mullins' visit to the Petanque group last month. This was put on to the website and also published in last week's Observer
- 4) My priorities for the rest of this month are around the Open Day, and include planning, advertising, publicity and continuing to update the noticeboards

Groups Coordinator (Peter Beckley)

1. Pat Roberts is stepping down as Group Leader for the Needles group, due to her declining health.

Current member Liz Pelham may be able to lead the group. Jim is liaising with her. Wendy Townend, a new member, has joined the group and may be able to assist Liz.

2. Phil Light will be stepping down as Group Leader for Out & About 7 at the end of the year. The group dynamic will be changing and several groups of members are willing to organise trips. A very positive outcome

3. Jean Manuel has changed the dynamic of Out & About 1, due to the uncertainty of her husband's health. She now organises one trip at a time, approximately every 3 months. Her members are happy with this.

4. Margaret is liaising with Craig Edwards with a view to setting up an Air Rifle group.

5. St Paul's has increased their room hire hourly rates w.e.f 1st September:

Room 6 /7/Springboard	£10
Canteen	£12.60
Main Hall	£16.50

September renewals have been submitted, but Nicola is on holiday till 6th August.. Request for New Members meeting will be dealt with then

6. Still awaiting a response from Agatha re display of poster for the Open Meeting

Members Coordinator (Jacqui Mercer)

We now have 602 members, vs 600 reported on July 9th. Three individual members were recruited, and one member died.

Access Coordinator (Janet Newson)

1. Full Report of Access Coordinator Role Assessment

This is completed, but I request a deferment for discussion until the September committee meeting. I have requested a meeting with the Secretary and the Chair prior to the circulation of the report.

2. Accessibility Study Survey

This is completed, but as this links closely to the Access Coordinator Role Assessment, I request that it is deferred until the September committee meeting so this might also be discussed at a meeting with Secretary, Chair and Access Coordinator.

4. Phase 2 – O&A Working Group

A meeting took place on Monday 31 July. Minutes have been circulated to the Working Group, and additionally to the Treasurer regarding Action points & the Secretary for information, and can be forwarded to any other Trustee who is interested. An agreement has been reached to construct a Guide and Checklist for Out and About groups. The Working Group will be using Peter Beckley's draft document he completed for O&A 6 as a starting point and add their thoughts and suggestions. A suggested date mid-August has been set for the information to be sent to the Access Coordinator.

Agenda Item 6: Priority Seating on Coaches & Friary Meetings

Action for the Committee: See sentence in green

New Procedure Proposal on Priority Seating

A suggested procedure that would allow members who have an accessibility issue, where practical and available, to request priority seating in the front row of a meeting (e.g. Monthly Meetings held at The Friary) OR on a coach excursion.

1. Coach Excursions

The Access Coordinator has been advised that priority seating has been put into practice by one Outdoor Activity Organiser acting on the request of a few members. *Other Organisers may also already offer this. Need to establish if this is because the member requested or because the GL has experience and knowledge of their members and their capabilities.*

Task:

For all Outdoor Activity Organisers who run coach trips to consider the practicality of advising members who wish to be given priority seating that they need to ask for this when booking a place.

Ask Group Leaders who run coach outings what they do now?

Do they already respond if a request is made for seating to the front of a coach?

Would the GL feel compromised in any way by offering this?

Observation: Not all members may feel they want to take advantage of this. That is their choice.

Concerns: How would priority take place if several members have requested priority seating?

First come, first served if a place has been requested?

Requirement: Laminated 'reserve notices' for coach seating.

2. Friary Meetings

It is known from past feedback that several members express they struggle to hear what is being said at Meetings. One solution to this has been to introduce a microphone and amplifier. However, consideration needs to be given on whether priority seating should also be offered to those members who require a further enhancement.

In addition, feedback has been received that some members choose to sit in the rear rows despite having a hearing impairment as they prefer the upholstered chairs usually placed in these rows. Consideration should be given as to whether the upholstered seats could be spread throughout the seating arrangement.

Task

If this is put into practice, how can priority seating be made known to members.

- a) Notice in the Newsletter
- b) When a member enters the venue
- c) RUGS to remind/advice members at the venue
- d) Committee member to be available to move the reserved notices should several non-accessibility members wish to sit with someone who would like to take advantage of the priority seating.

Observation: Priority seating notices do not need to be an entire front row – they could be spread amongst the first few rows and spaced intermittently to allow for friends of those with accessibility issues to sit together. Likewise upholstered seating could also be spread throughout the seating plan.

Requirement if adopted: Laminated 'reserve notices' for seating. Upholstered seats replaced at various points throughout the first few rows.

Committee to give their views on whether this idea is, in the first place achievable, and in the second, whether it is practical.

Next Steps: Access Coordinator to co-ordinate tasks above and to manage dissemination of procedure, both to those organising coach outings and Friary events, and to members.

Janet Newson
Access Coordinator
28 July 2023

Agenda Item 7: Planning for the 2nd October Group Leaders (GLs) Meeting

Action for the Committee: To agree questions & proposals in green

1. New Approach to the GLs Meeting

Proposal: That we try to improve the Committee's relationship with GLs by changing the way these meetings are run and giving the GLs more sense of ownership over the agenda by:

- (i) Giving GLs more control over the agenda (accepting there are some items such as finance which need to be covered)
- (ii) Encouraging GLs and GL Working Groups to present some of the agenda items

Merely e-mailing them a full agenda asking "are there any other items you want to cover?" has not yielded anything in the past. I think we are more likely to be successful by sending them a list of potential items and asking them their preference (of course most will not respond, but a few might. Then in future they may suggest items themselves without being asked.

(i) Does the Committee agree with this approach?

2. Proposed Agenda *(Notes for Committee information only)*

Item	Description	Who	
1.	Chair's Introduction <ul style="list-style-type: none">Start of new membership yearBrief updates on new member recruitment and new activity groups.Change in what the Committee will be focussing on <i>(Note 1)</i>Move to three GL meetings a year	Chair	
2.	8th September Open Day <ul style="list-style-type: none">Feedback discussionImpact so far of new members recruited on Groups' membership numbers	Comms/Group Coordinators to lead discussion	
3	Finance Matters: <ol style="list-style-type: none">a) Year-end and 2023/24b) 2022/23 Year-end Accounts, with emphasis on activity group financial analysisc) Confirming group restricted funds carried forward 1/09/23d) Resolution for November AGM on amending Constitution paragraph 10(1) so that only Membership fees (and not group fees) are covered at the recently instituted annual fee setting meeting in June/July	Treasurer	
4.	Group Leaders Handbook <i>(Note 2)</i>	Chair/Treasurer	
5.	10th November AGM <ul style="list-style-type: none">Documents on AGM 2023 webpageChanges to Committee structure for 2023/24 and Support 2023/24 <i>[to cover outcomes of Agenda Item 9]</i>	Chair	

Refreshment Break

6. **Group Resilience**
- 7 **Items for Open Discussion** (see 3. below)
- 8 **Date for next meeting**
- 9 **AOB**

Chair	
Chair	
Chair	

Note 1

Trustees aware that there has been a perception that the Committee has been over-focussing on policies and related “bureaucracy” rather than on tasks improving the u3a experience for members & GLs. Some truth in this but it was necessary to (i) catch-up on governance & legal matters derailed by Covid and (ii) improve financial sustainability. The intention from now on is to concentrate more on improving what the u3a can provide to its members, and on how we can assist GLs better.

And also useful to hear more from GLs on what you want us to be doing!

Note 2

Proposal to expand current GLs Procedures & Reference Guide to a Handbook including guidance on such matters as GDPR, Access, Safeguarding, a checklist for new GLs etc.

Hoped this can be undertaken by a working group including a couple of Trustees and a few GLs. Could attach links to existing GL Handbooks produced by other u3as (and the TAT sample) in pre-meeting papers disseminated.

3. Items for Open Discussion: Options

It is suggested that we ask them in advance which of these they would like to cover, referring to relevant documents on the website:

- Accessibility (following Janets report on the outcomes of her survey and her location guide)
- Priority seating (see [Agenda Item 6](#))
- Safeguarding (following issue of updated policy & guidance)
- Latest from O&A Working Groups phase 2
- Thoughts on 2023/24 membership renewal process
- Anything else suggested by GLs

(ii) Does the Committee have suggestions for any other items we can suggest for the open discussion options?

(iii) Does the Committee think any amendments are required at this stage (opportunity to amend 1st version going to GLs pre-29th August)

Suggested Timetable

Tuesday 29 th August	Secretary to amend the draft agenda below for any developments between now and 29 th August and agree it with other Trustees before e-mailing.
Friday 1 st September	Secretary to e-mail GLs with draft agenda at 1 st Sept asking them which of a list of potential discussion items (which they can add to if they wish) they wish to cover at the meeting, requesting responses by <u>end Saturday 9th September</u>
Friday 8 th September	Open Day
Wednesday 13 th Sept Committee	Secretary to report on GLs' responses and Committee to agree on final the agenda.
Friday 15 th September	Secretary to send out final agenda, with any supporting papers then available (others to be forwarded later).
Monday 2nd October	Group Leaders's Meeting

(iv) Does the Committee approve this timetable?

Logistics

1. To be held 14:00 – 16:00 (N.B. must remind them again of 14:00 start) at the Friary Hall
2. The Friary Hall is booked 13:30 – 16:30. The RUGs have been booked.
3. Ensure seating is set up in more informal horseshoe style
4. Use of microphones (one hand one for Trustees, one for GLs)

Related Documents

- The Agenda & Minutes for the previous meeting on 13th March are on <https://u3asites.org.uk/crawley/page/128638>
- 2022/23 Activity Group Analysis 2022/23 Sept 22 – April 23 is on pages 27 & 28 of <https://u3asites.org.uk/files/c/crawley/docs/budgetandfeesfor2023-24.pdf>
- The minutes of the 30th June fees meeting <https://u3asites.org.uk/files/c/crawley/docs/minutesoffeesmeetingjune30th2023.pdf>

Agenda Item 8: AGM 2023 Draft Timetable

Action for the Committee: To approve draft timetable

Changes from AGM 2022 (References in brackets refer to the New Constitution)

This AGM should be much more straightforward than that of 2022 as (i) we are not presenting a new constitution for approval, and (ii) we have already gained approval for the 2023/24 Budget and Fees.

This is the first AGM held under the new Constitution. The only significant changes this makes are:

- The removal of the requirement that nominations for trustee posts must be received at least 21 days before the meeting (though if no nominations were received for a post, a nomination could be made on the day at the AGM itself). Under the New Constitution there is no stipulated time gap between receipt of nominations and the actual meeting, as long as they are received prior to the meeting starting. For practical reasons we would want to fix a deadline for receipt to ensure they are received before we send out the final papers. This deadline must be at least 21 clear days after the notice of elections is given (12(1)).
- There is no change to the requirement that members must be informed at least 28 clear days ahead of the election that nominations are requested.
- Under the old Constitution no existing trustees were able to nominate candidates for trustee posts. This restriction has now been removed (but for political reasons I suggest we avoid both the proposer and seconder for any nominee being a Trustee).
- The new Constitution states that the nomination form for a trustee, as well as being signed by a proposer and seconder, must also be signed by the nominee themselves to state that they are willing to act.
- Under the new Constitution we allow members to appoint a Proxy to attend the AGM and vote on their behalf, on condition that a special Proxy form (determined by the Trustees) is completed by the member appointing the proxy in advance (see 15(2)&(3)). The Proxy counts towards the quorum. I doubt whether many members will take up this opportunity but we do need to make this option clear, produce a form and make it available.

Related Documents

Points for Future AGMs following November 2022 AGM. See <https://u3asites.org.uk/crawley/page/123801>

As last-year, a special AGM 2023 web-site page for all the key documents will be set up on the Crawley u3a website, accessed via a menu button on the main menu.

Tea and entertainment after the main business has been completed

In 2021 the Ukulele Group played whilst tea was being served. Last year the Folk Group performed.

An idea the Communications Coordinator came up with was that we put on a short slide show, "Highlights of 2022/23" incorporating a representative sample of the photos Sue has received over the last 12 months for the webpage and newsletters, possibly including some of the Smart Phone Photographic Group photos as well.

It is suggested we consider this further at the 13th September meeting, along with any other proposals.

Draft AGM 2023 Timetable

W/C (Mondays)	Action
7 th Aug	9 th Aug Committee: AGM 2023 Draft Timetable
14 th Aug	
21 st Aug	
28 th Aug	31 st August (Thursday) End of Financial year 2022/23
4 th Sept	
11 th Sept	13 th Sept Committee: Approval of AGM 2023 Formal Notification Documents
18 th Sept	
25 th Sept	
2 nd Oct	2 nd October: Group Leaders meeting (could lead to a last-minute change to the formal notification)
	2 nd October: October Newsletter issued. Something encouraging members to volunteer for Trustee & support posts to be included?
	<p>3rd October: Formal Notification of AGM (members must <u>receive</u> this at least 28 days before the 10th November i.e. by 13th October)</p> <p>To include:</p> <ul style="list-style-type: none"> • Agenda • Draft minutes from the 2022 AGM held on 11th November. • The resolution on amending Constitution paragraph 10(1) so that only Membership fees (and not group fees) are covered at the recently instituted annual fee setting meeting in June/July • Invitation to submit any other resolutions • Notice of Trustee elections, with a document (to be approved at the September meeting) explaining the expected organisation structure for 2023/24, which Trustees wish to continue in their current roles etc • Nomination forms (with deadline for return of <u>31st October</u>) • Proxy vote forms, with guidance (completed forms need to be received before 10th November) <p><u>Distribution:</u> Those who receive hard copy newsletters to receive hard copies with their October newsletters; all other members will receive electronic versions by e-mail.</p>
9 th Oct	11 th Oct Committee Meeting: Update on preparation & approval of draft Annual Report and Accounts (pre External Examiner approval)
16 th Oct	
23 rd Oct	

30 th Oct	<p>31st October: Deadline for receipt of nominations</p> <p>1st November: Send out final papers for meeting by e-mail</p> <ul style="list-style-type: none"> • Agenda • Final Annual Report with Accounts for 2022/23 • Resolutions submitted • Election of Trustees: Nominations Received <p><u>Distribution:</u> all other members will receive electronic versions by e-mail. Last year we provided some hardcopies at the meeting for those attending not on e-mail. In fact few of these were taken.</p>
6th Nov	<p>8th Nov Committee Meeting: Update</p> <p>Friday 10th AGM 14:30 Friary Hall (booked 13:00 – 17:00). RUGS booked.</p>

Agenda Item 9: Crawley u3u Organisational Structure after November 2023

Action for the Committee: To agree proposal in green and next steps

This is intended to stimulate thinking and start us of thinking about how we organise ourselves after November 2023. Much of this is based on recent conversations I have had with each of the Chair and Treasurer.

1. Need for more flexible committee & support structure

- a) In an ideal world, we would operate with a Committee of 10 Trustees, with the busier Trustee roles supported by a number of support roles, some of which would be hoping to step up to becoming a Trustee themselves upon the retirement of existing Trustees.
- b) But this is not going to happen, at least not for a year or to. Instead we need to look at the people we know are keen to serve in some form and amend our structure (subject to the legal & Third Age Trust (TAT) constraints) to take maximum advantage of those people's skills and willingness.
- c) This structure also needs to be sufficiently flexible to quickly fit in a new volunteer keen to serve in a Trustee or Support role.
- d) On the support roles, we need to move away from the concept of one support function being filled by one person, and instead consider using working-groups (maybe appointed for a year at a time). This way the workload and expertise are spread, members are more likely to volunteer to be part of a group than a stand-alone role, and the problem of a role holder suddenly withdrawing is eliminated. This way we would expand the number of volunteers who then may decide after a time that they wish to become a Trustee.
- e) One-off projects should, where possible, also be tackled by a small group of people rather than one existing Trustee or support person, for the same reasons.
- f) There seems little point, for example, to continue hoping we can recruit an Events Coordinator in the old role format when we have been trying, and failing, for almost three years (and continually advertising the same post means the role attracts a certain stigma so recruitment becomes less likely). It is better to accept that the role format is unattractive in its current form, and look reallocating its components elsewhere.
- g) In some ways this new more flexible structure resembles that which was being developed in summer 2022, in that there will be a core main committee concentrating on strategic, governance & legal matters whilst leaving the more operational matters to working groups. The difference is that it will be subject to a certain degree of change from one year to the next, depending upon the availability and skills of the volunteers for the Trustee roles. This includes, within the constraints of certain tasks always needing to be undertaken, existing Trustees changing their mix of tasks.

2. Nomenclature

It is suggested we cease using the term "sub-committee" which has hierarchical/bureaucratic connotations. Instead we use the term Working Groups instead, with task Group used for short-term Working Groups (one or two meetings).

3. Constraints imposed by TAT

- a) The Constitution (17(5)) states we should have at least 5 trustees and no more than 15. It also states that we should have each of the four officers (17(2)). Both of these clauses are insisted on by TAT.

- b) TAT's sample role description (these are samples only, we can adapt them) for the Vice-Chair role includes very little in the way of specific duties and states specifically that the role is normally combined with another role (though not an Officer role). So one of the non-Officer Trustees can take on the Vice-Chair function of deputising for the Chair as a secondary function to their main role.
- c) Although nowhere does the TAT say we must have Trustees responsible for each of Membership and Groups these are the only non-Officer roles for which they provide sample role descriptions and, given how vital members and groups are to the u3a, it is suggested that we do always include Trustee posts with overall responsibilities for each of these functions, though not necessarily in the same form as they have taken in the past.

4. Potential Committee Structure for 2023/24

Current Trustee Role		Holder 2022/23	Status & Holder for 2023/24
Filled in 2023/23			
1	Chair	Jim McGough	Role and holder unchanged
2	Secretary	Margaret Lloyd	Some responsibilities to be transferred elsewhere if possible, holder unchanged
3	Treasurer	Graham Friday	Holder unchanged but hope to appoint assistant treasurer(s) to reduce workload
4	Communications	Sue Parker	Holder unchanged, but to be supported by publicity support role.
5	Members	Jacqui Mercer	Jacqui Mercer (to be confirmed). Nature of current support roles to be reviewed.
6	Groups	Peter Beckley	Holder comes to the end of his 3-year term of office end 22/23. Trustee role in its current form to be replaced by a new Group Trustee role(s).
7	Access Coordinator	Janet Newson	Role likely to be discontinued as a Trustee role but holder keen to remain a Trustee.
Vacant throughout 2023/23			
8	Vice-Chair		Try to combine with another non-officer Trustee role?
9	Events		Look at alternative ways of covering the role functions
10	Role never defined		n/a
Possible New Trustee Roles			
			Groups Development 1
			Groups Development 2
			Outings (All Members & Groups)
			Members Experience
			Venues Development (looking for new venues for Groups and Events, Health & Safety)
			????

5. Known changes and suggestions for 2023/24 by function

The various roles are grouped by function here to assist our thinking – this does not mean that particularly Trustee or support roles/working groups cannot cross functions (e.g. IT supporting Members or Groups functions). I am aware there are some tasks and events (e.g. Open Day) I have not mentioned.

The current Support Role position is shown in [Annex 1](#)

1) Groups

- a) Peter wishes to continue with the tasks he currently performs (i.e. supporting GLs with group admin, dealing with room bookings, ensuring Group information is kept up to date on Beacon etc) but outside the Committee.
- b) It is suggested this support role, to be called Groups Operations (or similar), comprises Peter's current tasks and that we restructure the Trustee Groups role to become more strategic and development orientated.
- c) This new Groups Development Trustee role could then include one or more of the following:
 - i) Group resilience (taking action when members are falling, encouraging succession planning etc)
 - ii) New groups (encouraging ideas for new groups, finding potential GLs, initial establishment – after which the Group Operations role will take over)
 - iii) Encouraging the relevant indoor groups to enhance the range of their study activities, members to become more active in presenting etc
 - iv) Organising (and possibly minuting) Group Leader meetings
 - v) Developing and maintaining a Group Leaders Handbook.
 - vi) Leading on any Working Groups to progress particular developments (such as the current O&A working groups)
- d) An alternative option to a single Groups Development Trustee role could be splitting the duties under 3. above across two posts (with different names). This could be done by:
 - i) Separating out the group quality issues (i), (iii), possibly (ii) from the more practical ones
 - ii) Separating out responsibility for Indoor & Outdoor groups (but see proposal under C. Events 4. to create a Trustee Role overseeing all outings).

Proposal 1: Does the Committee agree to Peter continuing his current tasks outside the Committee, and that we replace his former Trustee role with at least one Groups development type Trustee role?

2) Members

- a) The Membership Support role is currently being renegotiated but until recently comprised:
 - i) General assistance (not clearly defined) to Members Trustee;
 - ii) Dealing with e-mails received by the membersupport@crawleyu3a.org.uk account (set up during Covid and advertised on the back of membership cards) but apparently no longer used by members;
 - iii) Welfare Support. This comprises sending cards to members when they are ill, in hospital or bereaved, after hearing the news from Peter or a GL, and occasionally from members relatives via the Welfare Support option on the website. If Peter was not the original source of the information she then lets him know, but nobody else. Peter then informs the members' GLs (apart from the GL who informed Brenda).
- b) A Members Experience Trustee role could be set up, concentrating on some or all of the following:

- i) Members' access issues
- ii) New members meetings
- iii) The members handbook/joiners pack and members page on the website
- iv) Researching member's views and ideas for new/refreshed all-members events (Christmas party, coffee mornings, more casual "drop-in" events at alternative locations, etc) and then working with the Events working group (WG) on implementing these.
- c) There seems to be a real need for the person responsible for the membership administration process (registering new members and the annual renewal process) to also be a Trustee role, as long as the Committee maintains some oversight into the process and we have another Trustee post (perhaps the Members' Experience one) representing Members. This administration process could either be a support role or even sit with the IT function (see 4) below).

3) Events

- a) The old Events Coordinator role comprised responsibility for all-members events:
 - i) Arranging speakers for the Friary monthly meetings and liaising with the Friary on the hall layouts.
 - ii) Seasonal outings
 - iii) Christmas Party
 - iv) Celebration events
 - v) Coffee mornings
- b) Overseeing the RUGS (they manage themselves, but there needs to be some co-ordination with the Committee to ensure they are also booked when needed, and granted sufficient budgets).
- c) Liz Tenant has been dealing directly with (i) and (ii) for the last two years in a support role capacity but is now stepping down, though she will be arranging the speakers for the 2023/24 Friary meetings. The Christmas Party and Coffee Mornings have been organised by the RUGS directly, though in 2022 both the RUGS and Liz Tenant believed it was their responsibility to book entertainment for the former with unfortunate consequences. Coffee mornings (which may not continue beyond 2023 in their current form) and the Celebration Event have been organised by a small Events working group (previously known as Events sub-committee), with one of the members being Sue Parker, appointed to deal with the publicity and communications for the event, which meant she then reported back on the meetings to the Committee. This Events working group seems to have worked well, though it has imposed extra burdens on Sue Parker.
- d) Group Leader meetings and New Members events sat outside the old Events Coordinator role, but they still require venue and RUGs bookings. The Secretary has been dealing with this but is keen to transfer these responsibilities to the appropriate Groups and Member Trustee/Support functions.
- e) Seasonal Outings (currently two a year, but could be more) could sit under a Trustee also responsible for the O&A Groups (and potentially other outdoor groups such as Gardening) as there exists potential for further synergies and coordination (as shown by the current O&A temporary working group). That Trustee could increase the number of all-member outings offered, to help ease the pressure on current O&A Group Leaders, and assist with the process of forming O&A groups focussing on a particular specialism. They could be supported by one or two support roles filled by members gaining experience of trip organisation in order to start up O&A GLs themselves. The Trustee would also assist new O&A GLs, which might encourage members to take on these roles.

- f) The existing Events working group could continue with organising the Christmas Party and Coffee Mornings and any new all member events, but with a Members Experience role (see Members 2b) above) working with them to refresh the offerings. these events probably need a refresh.
- g) The Annual Celebration Event is more of a publicity event than an event specifically for members and perhaps should sit within the Communications function, but with assistance from the Events working group.

4) IT

- a) The Committee has long sought more expertise on IT. 2023/24 will likely see the migration of our website from SiteBuilder to SiteWorks, bringing new website possibilities but requiring considerable work over the transfer period and possibly greater skills for ongoing maintenance.
- b) I have spoken to Stuart Spreadborough and he says he is “indifferent” to whether he continues as webmaster or not, but he has no previous experience of SiteWorks. I find ongoing maintenance and loading of material tedious (I think Sue does too) and we struggle to find time on top of other duties.
- c) An IT Trustee role could include the following:
 - i) Overseeing the migration – and presenting possible website options to the Committee
 - ii) Overseeing the Beacon system (the TAT recommends that the Beacon role at least combined with a Trustee role) including enhancements
 - iii) Advising Trustees on other hardware, software and network IT issues
 - iv) Setting up a common storage IT storage system
 - v) Undertaking data analysis using excel pivot tables – I have done some but don’t have the time)
- d) I have not had chance to speak to John Walton but I sense he is, like Stuart, indifferent as to whether he continues or not. If he wants to continue then he could usefully support the IT Trustee (John’s background is in computer networks).

5) Communications

- a) The Trustee role currently covers:
 - i) Producing 11 monthly newsletters a year;
 - ii) Placing photos on the website, designing the layout of the key menu button pages (within the scope permitted by SiteBuilder), and updating the Groups pages
 - iii) Producing and disseminating publicity materials, and leading on publicity drives
 - iv) Overseeing the annual Celebration event (with support from the Events WG)
 - v) Being part of the Events WG and reporting back from that to the Committee
- b) The tasks (iv) and (v) resulted from the lack of an Events Coordinator but seem to be working well. This does mean that Sue Parker has a large workload and she believes she has recruited somebody to act in a Publicity support role which should help.
- c) There may be further scope to lessen her load by, for example:
 - i) Transferring responsibility for printing and distribution the hard copies of the newsletter elsewhere;
 - ii) Transferring her current role on the Events SC when dealing with all-member events elsewhere (e.g. to Members Experience role/publicity support) though continuing to liaise with them on the Celebration Event.

Options for Next Steps

A small working group take this forward by one or more of:

- i) Asking all Trustees to forward their views on the proposals generally, and what their preferences for their own prospective role;
- ii) Meeting with current Trustees on a one-to-one basis to talk through (i) with them;
- iii) Holding a half-day (or shorter) session – in an informal setting – for all Trustees to discuss further
- iv) Canvass other u3a members (especially fairly new members with known skills) for potential Trustees/support/working group roles
- v) Canvass past Trustees who are still active volunteers (e.g. Isabel Baker, Jean Elmer, Maureen Wicks) as to their thoughts and views
- vi) Agree material suitable for dissemination for the newsletter/2nd Oct GLs meeting/general e-mail distribution asking for volunteers

Margaret Lloyd, 4th August

Annex 1 Support Roles

Currently Filled Support Roles

Current Filled Support Role		Holder 2022/23	Trustee Role Supported and Comments
1	Membership Support	Ann Sole	Members. See under (B) Members
2	Welfare Support	Brenda Ashenden	Stepping down Nov 2023
3	Speaker Organiser	Liz Tenant	Announced she wishes to step down (when?) but will have organised all speakers for 23/24. What about outings?
4	Seasonal Outings		
5	Beacon Administrator	John Walton	Technically Members.
6	Webmaster	Stuart Spreadborough	Communications
7	RUGS leaders	Isabel Baker / Sue Mearns	Assume no change but not checked
8	LSD (Logic, Supply & Distribution)	Ann Sole	Supports all Trustees requiring paper, printing services, and stamps.

New Support Posts Trustees wish to fill required for 2023/24

Trustee/Function Requesting Role	Support Role(s) Requested
Secretary	Archivist (to keep the Crawley u3a newsletter and document archive, and to possibly write a history of Crawley u3a)
Treasurer	Assistant 1 (working with GLs on fees & trips income) Assistant 2 (payments)
Communications	Publicity Assistant. Somebody has already come forward for this.
Groups	Assistant Groups coordinator O&A groups (approved in June). No interest shown yet.

Agenda Item 10: Crawley U3a Trustee Recruitment

Action for Committee: Suggest potential solutions

Part 1: General Thoughts

1. I think we all agree that this necessary exercise is both a challenge and a worry. The experience of the last few years demonstrates that we cannot develop as we would wish in the absence of attaining both the agreed number of trustees and ancillary volunteers. Unless we can tackle the problem successfully, we will find it no more comfortable in the coming months.
2. From my online ramblings round other u3as, and other anecdotal evidence, the problem is widespread, with some u3a's folding and others coming near to closure for want of a functioning committee. In one large community of 1500+ members a threat of extinction was averted only by the use of a 'nuclear option' (her words) by the one surviving trustee, who did manage to galvanise sufficient members to survive. In our case, if we are able to retain an officer core, we might survive but functioning would be minimal.
3. While the 'nuclear option' might work it is no guaranteed, nor sustainable, solution and that, I perceive, is part of the problem; no long-term value. Arguably, the question of developing continuity of succession does not fit easily with the obvious age profile of the u3a and while I am happy to make a plea to the entire membership, I think, as we've said often, that there is a need to tackle newer members fresh from the workplace or other pre-retirement activity. Therefore, I would suggest that our reaching out to newer recruits must also include, and advertise, the possibility of taking up committee positions.
4. Although the u3a have produced a voluminous Recruitment and Retention Toolkit designed to abet member recruitment, there's little on tackling Trustee shortages. We are, therefore, left to devise our own strategy, which will, logically, aim to have future impact. But, of course, that leaves the obvious question of immediate recruitment.
5. For a start we must each talk the committee up, discuss the issues with other group members, and friends and acquaintances, in the relevant age groups, outside the u3a.
6. We should also target individuals whom we assess as having the necessary attributes (however we define them) and see where it gets us. I have little doubt that a general email would produce results, but I will use that only when we agree that the time is right. But your fertile minds will, I trust, see other possible solutions.
7. The introduction of a web page specifically intended to recruit volunteers (Trustees, support posts, Group Leaders, RUGS etc) has been suggested.
8. I see this again as linked to the continuing and essential work in building and enhancing resilience.

I welcome your thoughts on this.

Jim McGough, Chair, 1st August 2023

Part 2: Information for Members Interested in becoming a Trustee [Draft 2]

This is an updated version of the material presented at the 12th July meeting (Agenda Item 9, Annex 1). It is intended to be more encouraging.

Additions since previous version shown in purple. ~~Deletions from previous version.~~

What does a Trustee for Crawley u3a involve?

~~To an extent this depends upon which of the Trustee Role you hold, but there are duties common to all of the roles.~~

A) Duties Common to all Trustee Roles

1. Attend Committee meetings (currently held on the 2nd Wednesday of each month 16:00 – 18:00 at St Pauls Church), having made sure you have familiarised yourself with the issues being discussed by studying the meeting papers beforehand.
2. Submit ~~on a timely basis~~ a **brief** report on what you have been doing since the previous and anything else required before the monthly meetings (deadline normally end of Saturday four days before the meeting date).
3. Adherence to the following (on <https://u3asites.org.uk/crawley/page/123801>)
 - The Third Age Trust Trustee Responsibilities;
 - The Third Age Trust Trustee Code of Conduct.

Crawley u3a, like all u3as, operates as a registered charity, and all Committee Members automatically serve as Charity Trustees. These documents cover the legal implications of this.

4. Try to attend Crawley u3a events and meetings open to all members (Monthly Friary meetings, the AGM, Annual Fees meeting, Annual Open Day, Celebration Events, Christmas party)
5. Participate in temporary working groups relevant to your Trustee specific role.
- ~~6. Upon taking up your role, participate in an induction programme, involving meetings with each of the Officers and, as relevant, the holders of the other Trustee Roles.~~
- ~~7. Undertake actions assigned to you from Committee meetings~~
- ~~8. For operational continuity reasons retain up to date notes of the main processes involved in your Trustee Role in case you are forced to take a sudden break.~~
- ~~9. Meet with the successor in your Trustee Role to explain your role and hand over any documents.~~

The agendas, papers and minutes of past Committee meetings can be accessed here:

<https://u3asites.org.uk/crawley/page/93854>

You may think that some of the matters discussed at the meetings over the last year or so look rather dull but this is because we were catching up governance & legal matters derailed during the Covid period, and also developing financial policies to improve our long-term financial sustainability. The intention from now on is to concentrate more on improving the u3a experience for members & GLs.

We suggest that you attend a committee meeting as observer (any member is entitled to do this at any time) to get an idea of what happens at the meetings.

B) Duties Specific to your Trustee Roles

We are currently considering some changes to the current Trustee role structure, and making them more flexible, to make better use of Trustees' skills and past experiences. Within certain constraints imposed by the Constitution we intend to adapt roles to fit the potential Trustee, rather than expect a potential Trustee

to slot into an existing rigid role. Also we hope that in future more tasks will be undertaken by working groups, or by more support role holders.

~~Some adjustment of duties between the different Trustee roles does take place from time to time to take account of role holders' specific skills and experience;~~

- ~~1. Some of the duties pertaining to any unfilled Trustee Roles will need to be reallocated to other Trustees;~~
- ~~2. Some of the duties can be undertaken by a Support Role (somebody not a Trustee but is keen to assist), assuming a u3a member can be recruited. The holder of any Support Role will need to be guided and monitored by the relevant Trustee Role.~~

Those Trustees who have already served on the Committee for a year or more will assist you during the first months.

Will it involve a lot of my time?

Taking on a Trustee role represents a significant commitment. But the time commitment should not be onerous, especially if you plan ahead ~~and are self-disciplined~~. We plan what is to be covered at each Committee meeting a couple of months in advance, and the timing of key events, such as the AGM and the Open Day, normally remain unchanged from one year to the next.

Moreover we recognise that we are not all as young as we were, and that at times other responsibilities outside the u3a and our own health may mean we have to step back slightly for a while.

What are the rewards?

The rewards are considerable - a sense of accomplishment, pride in being part of a successful team bringing benefits to others, improved self-esteem and gaining new friends.

And above all, as somebody who has enjoyed being a member of Crawley u3a, the knowledge that you are granting others the opportunity to experience the benefits of membership.

Do I need any particular skills or experience?

- (i) Personal qualities such as being able to listen to others, work as part of a team, have the confidence to challenge others, and a willingness to face new challenges are at least as important as particular skills.
- (ii) You will need basic IT skills, and an ability to express your ideas.
- (iii) It is useful to have had some previous experience of serving on a Committee (whether a u3a committee or not) but not essential for any role other than the Chair.
- (iv) The Treasurer role does require some technical knowledge and experience of accounts, and the Secretary role general administrative skills – but we already have these roles filled for the next couple of years.

Will I be supported at the start?

We will organise a full induction process for you and a Trustees Handbook is available (see <https://u3asites.org.uk/crawley/page/123801> for this and other relevant items). Furthermore one of our more experienced Trustees will mentor you during the first months.

I don't feel ready to become a Trustee but is there some other way I could help?

~~There are a number of potential Committee Support Roles which are unfilled.~~ You could take on one of the unfilled support roles which would involve working alongside one or more Trustees, but without the

responsibility of sitting on the Committee and being a Trustee. Unlike the Trustee roles, there are no elections involved and you can start at any point in the year. ~~For most of these roles you will be directly assisting just one of the Trustees~~ Also at any one time there are likely to be one or working groups operating, planning events over some months or perhaps just meeting once or twice to undertake a particular task. Being part of one of these will give you an opportunity to make a contribution as a member of a team and become familiar with how Crawley u3a operates.

Margaret Lloyd, Secretary, 5th August 2023

Agenda Item 11: Draft Agendas for next two meetings

Action for Committee: To agree

Sept 13th				
Report on Open Day (if ready)			Comms Coordr/Groups Coord	
Update on Membership Renewal			Members Coordinator	
Final Agenda for 2nd October GLs meeting			Secretary	
AGM 2023: Approval of Formal Notification Documents			Secretary	
Draft 22/23 Accounts (if ready)			Treasurer	
Results of Access Survey & future of Access Coordinator Role			Access Coordinator	
Committee & Structure after November 2023			???????	
New Members Meeting			Chair/Members Coordinator	
Draft Calendar 2023/24			Secretary	
Oct 11th	11th			
Update on Membership Renewal			Members Coordinator	
Minutes from 2nd October GLs meeting			Secretary	
AGM 2023:	2022/23 Final Report & Accounts (pre External Examination)		Sec/Treas	

Margaret Lloyd, Secretary 6th August