

## Minutes of the Committee Meeting held 9<sup>th</sup> August 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).

#### Agenda Item 1: Apologies for absence

None

#### Report from and Discussion with Open-Day Working Group (WG)

#### Agenda Item 2: 8<sup>th</sup> September Open Day Proposed Arrangements

**In Attendance:** Isabel Baker (from the Open-Day WG)

Isabel was welcomed to the meeting. She stated that the floor plan was now complete.

The questions raised by the Committee were dealt with as follows::

1. **Laptop** It was agreed that there was little point in using this at the Open-Day, given the poor quality of the wi-fi signal at the Friary Hall. Graham would take the laptop to a suitable shop to get it unlocked when he has time.  
**Action:** Graham to unlock the laptop last used by the ex-Assistant Treasurer.
2. **List of Group fees** It was agreed this was not needed, given that visitors could ask the Group Leaders for this information, and that such information would be covered on Group one-page leaflets.
3. **Guest Fees.** These are designed for members of other u3as wishing to attend Crawley u3a groups but not wanting to become full Affiliate members. So far only the Folk Group had said they would be willing to admit members from other u3as paying Guest Fees.  
**Action:** Groups Coordinator to ask all Groups whether they are willing to admit members from other u3as paying Guest Fees.
4. **One-page leaflets for Groups** IT was agreed that the Group Leaders (GLs) for Groups represented at the Open-Day would be encouraged to produce these.  
**Action:** Groups Coordinator to send all relevant GLs the example for Poetry, stating that Sue Parker was able to provide copies of any relevant Group photos she had.
5. **Groups not represented.** All Groups with vacancies would be represented, and the Groups Coordinator provided a list of these.

The following actions were also agreed:

**Action:** The Working Group to confirm to the Treasurer what equipment he was to provide

**Action:** Secretary to produce new format Groups Directory

The next meeting of the Working Group is scheduled for Monday 21<sup>st</sup> August.

## Additional Item outside the Agenda

### **Additional Item: Improving Committee Performance**

The Chair summarised the content of the note “Improving Committee Performance” he had sent to Committee members, explaining that the protocols it laid out for the conduct of Committee meetings included none that were new or unexpected for committees of this type.

A couple of Trustees commented that they had perceived the note to be overly critical and unjustified, and that they were puzzled by the implication that the committee had gained a poor reputation for the quality of its meetings. A general discussion followed, moving on to the type of language we should use in communications to our members and a consensus that when both speaking and writing Committee members should aim to be as straightforward, clear and concise as possible so there is no confusion over the points being made.

## Standing Items

### **Agenda Item 3(i): Minutes of the 12<sup>th</sup> July meeting**

The minutes were approved with no amendments.

### **Agenda Item 3(ii): Review of Action Log at 5<sup>th</sup> August and Matters Arising**

The Secretary confirmed that there was nothing which needed to be brought to the Committee’s attention.

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

#### **Secretary’s Report.**

The treatment of the Secretary’s five additional licences from her recent Microsoft renewal was agreed.

## Non-Standing Items for Discussion

### **Agenda Item 5: Membership Renewal:**

The Members Coordinator stated that she had found the amount of criticism received as a result of the 28<sup>th</sup> “Advance notice of renewal” e-mail frustrating and demoralising. She pointed out that although the e-mail had been sent from Ann Sole’s e-mail account she herself had approved it; Ann had sent it because she herself was about to go on holiday. She did not learn that Ann herself was going on holiday during early August until later, and she now required assistance to gain access to the [membership@crawleyu3a.org.uk](mailto:membership@crawleyu3a.org.uk) e-mail account to pick-up members’ responses.

The Crawley u3a Privacy Policy states that paper membership forms are kept to the end of the financial and membership year following that to which the document relates. This is to (i) check the information input into Beacon against should the need arise and (ii) provide a back-up to the Beacon system (run by the Third Age Trust) if we were to lose access to it.

The Secretary pointed out that the Beacon Administrator saved the Beacon data down to a spreadsheet each week, but agreed it could be useful to keep the paper copies for a while, as long as they were kept secure and GDPR processes followed. It was also pointed out that only a minority of members would be updating their membership details electronically.

**Action:** The Access Coordinator to assist as soon possible the Members Coordinator in accessing the relevant e-mail account.

**Action:** Chair to draft a response to each of the members who posed questions, and to check them with the Members Coordinator before sending.

**Action:** The Members' Coordinator to ensure that the renewal process was fully documented for future use.

**Action:** Members Coordinator to ensure that, as part of the work done on documenting Trustee and Support roles, that Ann Sole's role and title (to be reflected in her e-mail address) would be defined and agreed by the Committee.

#### **Agenda Item 6: Priority Seating on Coaches and Friary Meetings**

The Committee agreed this proposal. The Access Coordinator explained that O&A leaders did already ensure that the front seats in coaches were reserved for those who required it, but that it would be helpful to be able to have reusable laminated notices.

**Action:** Access Coordinator to amend the proposal to take on board the Committee members' suggestions before sending to the leaders of the RUGS and/or the O&A Leaders to seek their views on the practical and best approach to implement this idea.

#### **Agenda Item 7: Planning for the 2<sup>nd</sup> October Group Leaders' (GLs) Meeting**

The draft agenda was agreed by the Committee. The final draft agenda to be brought to the September 13<sup>th</sup> meeting for final approval.

#### **Agenda Item 8: AGM 2023 Draft Timetable**

This was agreed by the Committee. It was pointed out that administration of the option to vote by proxy would require some care.

#### **Agenda Item 9: Organisation Structure after November 2023**

The general approach outlined broadly met with approval, but trustees needed more opportunity to consider the various options and submit their views before anything could be agreed.

The Committee appreciated all the valuable work undertaken by the Groups Coordinator and supported his proposal that he continue to perform most of his tasks after November, even though he will cease to be on the Committee. Further discussion was needed on how Groups would be represented at Trustee level.

**Action:** Secretary to ask all Trustees to forward her their comments on the proposals. She would then incorporate these into sections 4 and 5 and recirculate before the next meeting.

**Action:** Secretary to fix a session (no more than half a day) at an informal location to enable the Committee to agree on the preferred structure post AGM, and the process for recruiting to the Trustee and other vacancies (see [Agenda Item 10](#)).

#### **Agenda Item 10: Trustee Recruitment**

It was agreed that recruitment to Trustee roles should be dealt with as part of the work arising from [Agenda Item 9](#).

The Treasurer suggested an amendment to part of the amended "Information for Members Interested in becoming a Trustee) so that it could be used in future years.

**Action:** Secretary to amend and place on website

#### **Agenda Item 11: Draft Agendas for next two meetings**

The agenda for the September 13<sup>th</sup> meeting was provisionally agreed.