

# Trustees Meeting on Future Committee Structure 4<sup>th</sup> October 2023

Meeting Room 3, Crawley Library 14:00 – 16:30

No	Description	Lead	Pages
<b>Items outside main business of meeting but which need to be addressed in advance of 11<sup>th</sup> October:</b>			
1.	Any key questions and issues arising from the financial reports circulated by the Treasurer on Sept 25 <sup>th</sup> : (i) The final 2022/23 financial out-turn report and (ii) The formal accounts for 2022/23 (Reports to be formally approved at the Committee meeting on 11 <sup>th</sup> October)	Treasurer	
2.	Selling items at Coffee Mornings & Monthly Meetings for Charity  <i>This follows Monique Tovey-Mansfield's request that she sell knitted animals to raise funds for St Catherine's Hospice (see e-mails "An idea for u3a meetings" 20<sup>th</sup> &amp; 21<sup>st</sup> Sept)</i>	Chair	
<b>Future Committee Structure</b> <b>Aim for this meeting:</b> To agree on the contents of the draft document in <b>Annex 1</b> . This needs to be sent out on 6 <sup>th</sup> October as part of the Formal AGM Notification.			
3	2023 Achievements and 2024 Aims	Chair/Sec	Separate document
4	Outcomes from 13 <sup>th</sup> Sept Meeting Item 9 Committee Structure including matters for the Committee to agree on: (B) IT related Trustee Roles (C) Cessation of Accessibility Coordinator Role	Chair	1 - 4
5	Agreement on final version of "Intended Committee Structure from November 2023 and Trustee Vacancies" to be sent out with the AGM 2023 Notification.	Chair	5 - 8
6	Strategy for seeking candidates for the vacancies (see also Chair's "Crawley u3a Trustee Recruitment" 9 <sup>th</sup> August Committee item 10) Already have: <ul style="list-style-type: none"> <li>Chair to include general request in October 2<sup>nd</sup> newsletter</li> <li>Chair to cover at October 2<sup>nd</sup> GLs meeting (Agenda Item 5)</li> <li>Chair to speak at 13<sup>th</sup> October Friary meeting</li> <li>Chair to send out e-mail via Beacon to all members in late Oct/early Nov</li> </ul>	Chair	

## Outcomes from 13<sup>th</sup> Sept Meeting Item 9 Committee Structure

### (A) Achievement of actions

1. Janet and Jacqui to let us know whether they wish to remain as Trustees, and if so, in what roles.  
*Jacqui agreed to serve another year as Members Coordinator. Janet to decide shortly.*
2. If either Janet or Jacqui, or anybody else, wish to discuss their position further with Jim and myself (with another Trustee present if desired) then an informal meeting can be arranged.  
*None as far as I am aware*
3. Any Trustee with comments or disagreements on any of the material in the attached Annexes to let me know so I can incorporate them in the final material prepared for 4<sup>th</sup> October  
*None received (except a confirmation from Graham that he was happy with them).*
4. Trustees to let me know if there is anything else they wish to be included in the material for 4<sup>th</sup> October.  
*Nothing received*
5. Margaret to liaise with Peter on which tasks he wishes to continue with, to assist any potential new Groups Coordinator assess what support is available  
*Done – see excel sheet “PB tasks - completed by PB”*
6. Margaret to do some more work on the possibilities for the proposed IT Trustee role, including taking account of the views expressed by Janet in her feedback but which Margaret did not have time to include fully, researching how other u3as this, and talking with Sue about the Webmaster role.  
*Broken down possible elements of one or more IT related roles – see (B) below.*
7. Jim to report back from the New Members Meeting on whether any of the attendees have expressed interest in volunteering (particularly for Trustee roles), or have relevant skills, experience or energy which might make them suitable volunteers in future.  
*Not yet -to do for 11<sup>th</sup> Oct meeting*
8. Margaret to have web Volunteers Page (attached to AGM 2023 page for now) set up, with the FAQs on becoming a Trustee.  
*Done and added Jim’s plea for Volunteers & Support Role vacancies appearing in the October newsletter. Added a couple of extra FAQs on becoming a Trustee to version previously approved so please check you are happy with final two FAQs.*
9. Sue/Margaret to draft a suitable article, urging potential volunteers for Trustee, Support roles (listing the updated list of new and vacant support roles in **Annex 5**) and other volunteer roles to come forward. This section will need to be approved by the other Trustees beforehand.  
*Done. Approval received on advertising support roles. Jim drafted plea for volunteers*
10. Jim to talk at 2<sup>nd</sup> Oct GLs meeting on need for need for volunteers for Trustee and Support and other volunteer roles to come forward.  
*Planned as part of agenda Item 5 10<sup>th</sup> November AGM*

## **(B) Possibilities for IT Related Trustee Role(s)**

There are three distinct activities which could come under this:

### **(a) Migration from SiteBuilder to Siteworks**

1. To take place sometime in 2024 or early 2025. It is a more complex system than SiteBuilder but provides WordPress to u3as. WordPress is used by over 40% websites world-wide so some of our u3a members may well have previous experience with it (our current Webmaster does not).
2. The TAT is planning an extensive training and support system to assist u3as in the migration (see <https://siteworks.u3a.org.uk/current/>). I have briefly sampled their Demonstration Siteworks site and believe that you do not require previous web experience to be able to set it up.
3. There are obvious overlaps with the Communication Co-ordinator. I would suggest this is a good example of a one-off project for which a small WG of interested Trustees/Support Roles/GL/other members, chaired by this Trustee, could work together to develop policies around the design, the structuring of the pages and content and the maintenance of that content.

### **(b) Better Integration of IT Software**

1. Getting the free of charge Microsoft non-Profit application up and running
2. Overseeing the @Crawleyu3a domain e-mail accounts and supporting Trustees in the synchronisation of such accounts with their own e-mail system
3. Investigate the most suitable application (possibilities to be investigated include Dropbox, Google Workspace, OneDrive) for file sharing
4. Provision of expertise on the maintenance and update of software on a range of devices (desktop PCs, laptops, tablets, Apple etc)

### **(c) Beacon**

Although beacon has been seen, within Crawley u3a, as a Membership tool, it also serves a valuable function for Groups and as a communication tool.

TAT recommends that the Beacon Administrator sits on the Committee. I think that would be useful in terms of:

1. Somebody with Beacon expertise being able to participate in Committee debates on efficiency and process improvements, especially over matters such as membership renewals, using beacon data to issue invoices etc
2. Ensuring the Beacon administrator is aware of all Committee decisions and changes in Trustee & Support roles which have an impact on the system parameters (such as fee levels), and Access Privileges,
3. Maintain a healthy separation of controls by being the Trustee who maintains the access privileges and also relieving the Secretary of this role
4. Performing data analysis using membership and group data downloaded from the Beacon system to support Committee decision making

(a) and (b) are more in the nature of one-off tasks whilst (c) is more continuous.

**Committee to agree on treatment for Trustee Vacancies for 2023/24**

**(C) Cessation of Accessibility Coordinator Role** (see [Annex 3](#) to 13<sup>th</sup> Sept Item 9 and the Accessibility Survey Report)

**Committee to decide**

1. Does the Committee formally acknowledge that it agrees with the conclusions of the Accessibility Survey Report i.e. that
  - Crawley u3a has a robust organisation meeting the diverse needs of their members
  - Group Leaders are, where practical, already making adjustments to meet the needs of any members in their Groups requiring them
  - No further actions are currently deemed necessary.
2. Does the Committee agree that the Access Coordinator Trustee role should cease at the November 2023?

**Review of Amended Accessibility Policy**

I suggest we look at Janet's revised Accessibility Policy at our 8<sup>th</sup> November meeting, together with whether we retain an Accessibility Officer/Contact and if so, into which Trustee role it might best fit (by that time we should have a better idea of the Trustee vacancies we are likely to fill).

Does the Committee agree with this?