

## Report on New Members Meeting 3<sup>rd</sup> November 2022

As agreed by the Committee Members 22<sup>nd</sup> November 2022.

### **Report on the first New Members Meeting taking place at St Paul's 3<sup>rd</sup> November 2022 at 10:30**

This is a brief review of this event which introduced new, and a few potential, members to Crawley w3a. It was held in the Canteen, a substantial room off the foyer of St Paul's.

In attendance were all committee members, 5 members of RUGS, and around 15 new members. Some came late and some left early. The meeting was chaired by the then Vice Chair with support from other members, when appropriate.

The agreed purpose of the meeting was to welcome new members and to provide them with essential information about how Crawleyu3a operates, our relationship with the Third Age Trust, our Mission, Vision and Principles, the scope of our activity, and the parts members can play. The new members were also invited to pose as many questions as they felt necessary.

The general feeling was that the meeting was a success as validated by some positive feedback both on the day, and later.

#### **What worked well**

- The venue, St Paul's, has a car park, and adjacent bus stops
- Their foyer is welcoming
- The canteen was spacious, and the comfortable seating configured in a horseshoe shape which encouraged participation
- The atmosphere was informal and warm, and the engagement was constant and broad.
- RUGS provided tea, coffee and biscuits, with ample refills.
- The timing of 2 hours was appropriate, allowing opportunities to meet everyone.
- The necessary information, along with handouts [the latest Groups' Directory and a two pager titled "Essential Information for all Crawley Members", both on the website], was imparted and our meeting objectives met.

#### **What could be improved**

The sole sticking point centred on the pre meeting arrangements, which had not been communicated with any clarity to the committee, many of whom were (pleasantly) surprised to be greeted on arrival by the RUGS. This, I hope, should be easy to solve.

In all, the meeting can be judged successful, and provide a useful model for future events

Jim McGough

#### **Proposals for next meeting:**

- Incorporate future meetings in the 2023 calendar (to be discussed at the December 15<sup>th</sup> meeting)
- To consider a reformatting and redrafting of the current Members Handbook, to incorporate the information in "Essential Information for all Crawley Members", to ensure all information is consistent
- Do some external advertising (e.g. via neighbourhood Facebook sites, via the Newsletter encouraging existing members to pass on details of the event to other people they think would be interested) before the event aimed at attracting potential new members instead of actual ones
- Include a few visual aids in future meetings

## 1st November Committee Meeting: Agenda Item 8.2: [New Members Event 3<sup>rd</sup> November](#)

### Decisions for the Committee: [To agree a programme for the event](#)

Event to take place on Thursday 3<sup>rd</sup> November 10:30 – 12:30 St Pauls

Suggested format:

1. Introduction to Committee members
2. New members to introduce themselves (and to say how long they have lived in Crawley, how they heard about the u3a etc)
3. Short presentation on u3a organisation, including:
  - Vision, Mission & Principles
  - U3a Members Code of Conduct
4. Short chat on what Crawley u3a offers
  - Groups available (ask attendees what they have joined)
  - Monthly Meetings
  - Communications – Website, Newsletters, Facebook page etc
5. A short ice-breaking activity?
6. Tea and chat

List of New Members Attending [Removed for web]

#### Committee Members

NAME	ATTENDING
George Redgrave	No
Jim McGough	Yes
Margaret Lloyd	Yes
Graham Friday	Possible
Ann Sole	
Stewart Sole	
Peter Beckley	Yes
Sue Parker	Yes
Jacqui Mercer?	?