

## Review of Volunteers' Meeting 13<sup>th</sup> September

### **Aspects which went well**

1. Willingness of two RUGs to agree to come and serve refreshments with minimal notice
2. The timing – presenters did not over-run
3. Saving all but the most urgent questions until the end

### **Aspects which could be improved upon, for future reference**

1. Avoiding early September as it is obviously a popular holiday time for u3a members
2. Confusion over inviting RUGs, and should have explained in the invite why they were being invited. Not sure whether they should be invited at all.
3. Need to check whether Friary car park is available for use by u3a
4. Contact RUGs well in advance about serving refreshments
5. Suggest hard of hearing individuals sit at the front?
6. Use the portable microphone?
7. Ask those asking questions to announce who they are?

Margaret Lloyd 27<sup>th</sup> September 2022