

Minutes of Culm Valley U3A Steering Committee
held at The Halfway House Willand on 16 January 2020 at 3pm

Present: Sue Hooper-Lawrie, Carol Mitchell, Kevin Woodward, Richard Taylor, Sue Tremeer, Vicki Woodward, Marian Luck, Jenifer Hodgson, Gill Sole

Apologies: Catherine Boyack, Susan Greenhough, Sue Baker

Minutes: Gill Sole

Action

1. **Apologies**

SHL confirmed that Suzi French and Sue Baker will no longer be joining the committee. Susan Greenhough is on holiday but will attend the February meeting as Asst Membership Secretary.

2. **Minutes of Meetings 21 and 26/11/19 and 19/12/19**

Accepted and signed as a true account of the meetings.

3. **Chair's Report**

VW recommended that CVU3A should not purchase first aid kits and this was accepted. Otherwise Chair's report agreed.

4. **Financial Report**

KW is still Treasurer in waiting until bank mandate altered, meeting with RT w/c 20/1 to progress. RT submitted Treasurer's Report showing bank balance of £1,548.96 at 16/1/20, an increase of £300 on last month due to receipt of National Office start-up grant.
RT has sent off cheque for £129.92 for Membership Subscription to March '20.

KW/RT

Concerns again raised by CM that level of membership must be sufficient to cover expenses in 2020. KW suggested we must plan to increase membership rather than increase subscription, which is set for 2020/21 year.

Payment of subscriptions by standing order - KW will provide wording to add to Membership Form. ML to take down current form from website pending amendment.

KW
ML

KW offered services of the Print & Post company he works for to handle any U3A mailings at good rate in future.

5. **Membership Report**

Current membership 132 including 112 full and 20 associates, unchanged since December.

Membership lists to be copied to VW/ML in future.

ST

Committee agreed to send cards to U3A members in case of illness and other circumstances if deemed appropriate.

ST

6. **Interest Groups Report**

New IT group's 1st meeting 15/1/20, VW's contact agreed to be convenor.

Rethink group's 1st meeting 30/1/20, SHL is convenor.

All but 2 reports received from group convenors, an improving situation.

- VW to send new report she is producing for her own use to ML/SHL. VW
7. **Speakers Report**
 CM to send briefing on next 2 months' Speakers to SHL/ML for Update and website. CM
8. **Publicity Report**
 SHL keen to find someone to take over Publicity.
 Everyone to keep eyes and ears open for such a person. ALL
 Ken Wood, who has agreed to head the working group for our National U3A Day activities, will lead on publicity for this event.
9. **Webmaster's Report**
 The committee thanked ML for her work on the website, which has been updated and improved. significantly
 GS suggested committee send one photo each of a representative place (building or view) in their locality to improve photographic projection of Culm Valley on the website. ALL
10. **Beacon Report**
 The committee unanimously agreed to adopt the Beacon system.
 ML confirmed members who do not use email are included.
 Everyone is asked to use demo site and send any questions to ML. ALL
11. **Next Monthly Meeting – 6th February**
 Speaker to be introduced and thanked by CM. CM
 Agreed that Chair/Deputy Chair don't need to sit at front table during presentation. RT to reserve front row seats. RT
 Ken Wood to introduce National U3A Day including a 10 min brainstorm with attendees for ideas (paper and pencil to be handed out). KW
 Please send info re any new Interest Groups to SHL. ALL
 GS to publicise info on National Trust (from S Hickmott who is away) and Behind the Scenes 2020 Programmes. GS
12. **Policies and Procedures**
 SHL received comments/amendments to all the Policies and Procedures circulated in November; she had already redrafted some policies based on written feedback received and using examples found online from other U3As.
 SHL will review the committee's suggestions and incorporate changes as appropriate before recirculating the proposed draft. SHL
 All felt the final version needs to be much condensed, to ensure greater accessibility for everyone reading it on CVU3A's website.
 All policies are required to be reviewed annually or biannually so amendments can be incorporated then, to reflect any changes deemed necessary at that time.
13. **Trustee Induction Pack**
 GS ran through the contents of the Induction Pack which will be used with future committee appointments to ensure all new Trustees are aware of the responsibilities and obligations of accepting the role.

14. **National U3A Day**

See relevant comments under 8. and ll. above.

15. **Streamlining Committee Communications**

VW suggested occasional meetings for committee members in future to enable us to discuss things informally outside monthly committee meetings. The idea was generally welcomed and would be reviewed in February. VW
In the meantime it was hoped to reduce the 'email overload' we had all suffered from during the last month. This was in part due to our replying to all emails to signal they had been received/read. It was agreed that in future acknowledgments need **only** be sent to the originator and not all those who had been copied in. ALL

16. **Any Other Business**

GS raised a vote of thanks to SHL, endorsed by all, for all the work she had done on Policies & Procedures as well as putting in place other documents and guidelines aimed at the effective running of CVU3A.

Date of Next Meeting – 20/2/20 at 3.00pm at Halfway House, Willand

The meeting closed at 5.07pm.

Date of Next Meeting – 20/2/20 at 3pm at Halfway House, Willand