

Minutes of Culm Valley U3A Steering Committee (SC)
held at The Halfway House Willand on 20 February 2020 at 3pm

Present: Sue Hooper-Lawrie (SHL), Carol Mitchell (CM), Kevin Woodward (KW),
Vicki Woodward (VW), Marian Luck (ML), Susan Greenhough (SG),
Catherine Boyack (CB)
Apologies: Gill Sole (GS), Richard Taylor (RT), Sue Tremeer (ST)
Minutes: Catherine Boyack

- | | <u>Action</u> |
|---|---------------|
| 1. Minutes of Meeting 16 January 2020
Accepted and signed as a true account of the meeting. | |
| 2. Matters Arising | |
| a. Alteration of bank mandate – see Treasurer’s Report | |
| b. Wording on payment by Standing Order added to Membership Form | |
| c. ML to remove old membership form from website – action now amended to replace with final version | ML |
| d. VW has sent group report form to ML and SHL | |
| e. CM has sent briefing on Speakers to SHL and ML | |
| f. All to seek person to take over Publicity | All |
| g. Committee to each send local photo to both SHL and ML | All |
| h. Policies and procedures now complete | |
| 3. Chair’s Report | |
| After discussion it was agreed that the front entrance of the hall should be used for the monthly meeting, with one table and a “meet and greet” person – possibly Barbie – in the lobby to encourage attendees to move on into the hall. This would mean having the membership table(s) along the back wall, interest group tables along the side and that chairs could be positioned on both sides of the hall. The front door should be locked at 2pm, with latecomers having to use the side door. Membership renewals should be dealt with after the speaker.
RT has made a collapsible screen available for the monthly meetings to resolve the issue of the hall’s screen being at the back of the stage.
CM asked VM to check on progress with the table cover. | VW |
| 4. Treasurer’s Report | |
| KW noted that Lloyds will only send account access information to one address and this is currently RT’s so he will not be able to gain online access until RT returns. The contact address can then be changed to KW’s. As other cheque signatories are away KW will personally cover any requirement for funds that cannot be met from door money.
Culm Valley U3A does not need a large reserve as groups and | |

- meetings are self-funding so in the future will need to spend the reserve or reduce membership fee. Reserves Policy to be drafted by KW. KW
- 5. Membership Report**
- The latest version of the Membership Form and fees for 2020/21 were agreed. ML to update the version of the form on the website. SG will print off forms to take to March meeting. ML SG
 KW suggested incentivising prompt renewals e.g. by offering free entrance to the next meeting. KW to propose how much people should pay if they join part way through the year for discussion at the March SC meeting. KW
 Membership now 142. ML to enable VW to view the membership list on Beacon. ML
- 6. Interest Groups Report**
- VW noted the decision to change to Group Organisers from Convenors – now needs to be changed on the website. ML
 SHL suggested that a painting/drawing group could approach schools to see if there are any times during the day when their art room is not used.
 Andy Arnold has requested photos and details of what groups have done for a PowerPoint presentation for National U3A day, also photo of the committee – to be taken at next meeting. VW SHL
- 7. Speakers Report**
- CM to be known as Speaker Secretary.
 It was agreed that there should be a table set aside for the speaker along the back wall for them to display any books etc. and for a donation box if they have one. Speaker should be asked to move to the back after the vote of thanks.
 March speaker's travel expenses will be paid out of the door money – SG needs a receipt for the accounts.
 It was agreed that SC members should all pay entrance money.
- 8. Publicity Report**
- VW asked for there to be A4 posters for putting on local notice boards, Facebook sites etc. Posters should state “non-members welcome”. SHL is doing posters for U3A day. SHL
- 9. Website and Beacon Reports**
- SHL welcomed the website hits report and VW asked if it could be made available to group organisers.
 ML noted that most of roles and permissions are set up on Beacon and 4 people have access to the live site. There are links to the user guide and training materials at the bottom of the screen. System is due to be upgraded in the summer so will roll out to others after that. ML has volunteered to be part of pilot scheme for the upgrade.
 Agreed that where there is joint responsibility for a role, one

- person should have permission for updating and the other only for checking. SG will be the lead for membership on Beacon. VW will ask Group Organisers if they agree to other Organisers having access to their contact details, also to “weed out” their groups before adding to Beacon. VW
- 10. March Meeting Agenda**
No items to be added.
- 11. National U3A Day Planning**
After discussion it was agreed that the event on 4 June should be ticketed (to help with catering numbers), with a ticket price of £3 for all. Event will be primarily about promotion of interest groups but there will be a cream tea, sandwiches and cake and a raffle. Ticket sales to be started – at a separate table – at March meeting. SHL has applied for £100 grant from National Office.
Crockery etc. is available in the hall but will need tablecloths. Bunting doesn't need to be in U3A colours. Any raffle prizes to be given to SHL. All
CM will ask the *'Tea Team'* if they would be willing to assist with the catering but noted that there needs to be an overall organiser, VM highlighted the importance of food hygiene and ML mentioned dietary restrictions. SHL will take on organisation of the catering team. CM
SHL
- 12. East Devon Link Network Quiz**
Culm Valley U3A are hosting this on 24 September. Exeter are entering 2 teams.
- 13. Membership Secretary – mobile phone and email address**
ST has set up a separate email address to use for U3A business and all SC members could do this. SHL asked members to consider mobile phone requirements and issues for discussion at March meeting and KW will research options and costs. All
KW
- 14. Additional Informal Meetings**
Suggestions for extra SC discussion time included meeting at 2pm before monthly SC meetings, after the Village Hall meetings or on separate dates for coffee. VW will arrange a coffee session. VW
- 15. Any Other Business**
SHL thanked KW for printing the Culm Valley U3A leaflets.
- 16. Date of Next Meeting**
3pm on 19 March 2020 at The Halfway House, Willand
- 17.** The meeting closed at 16.50.