

Downham Market U3A Committee Meeting

Monday 6th June 2022 10 am. Zoom

1.Those Present: TS, JC, LL, CD, FG, BG, CJ, CC.

Apologies : FB

2.Minutes of Previous Meeting : 3/5/2022 – Approved signed copy to be passed to FB for records.

3.Matters Arising: See below, ongoing.

4. Reports: U3A Festival Stall on Howdale 3rd June. Committee discussed effectiveness of stall and presentation. LL recommended purchase of perspex leaflet holders for displaying promotional material. JC thanked FG for piece in the U3A Bulletin on last month's speaker.

b. Vice Chair LL. Linden confirming New Members Coffee Morning Drop In going ahead Thursday 9th June at Discover Downham 10 -12. FG, CD and FB to help. Info circulated to Group Leaders. **LL**

c. Treasurer CD: Christine discussed the monthly financial report. The process transferring authorisation to handle Downham U3A banking from Ruth Mountain to Christine Dawson with CAF Bank is continuing.

Downham U3A Bank balance is healthy. The Committee reaffirmed their agreement that Treasurer should deposit cheques currently held for processing, regardless of incurring bank charges if there are more than 20 cheques at this time. After all the membership renewals have come through there should be a smaller number to deal with each month.**CD**

There was general agreement that BACS payments be promoted. Cheques still account for over 50% of transactions. The number of BACS payments is increasing. Some members still pay their subscriptions in cash.

Cash transactions. CAF Bank currently have no arrangement with Post Office counters for deposits of cash. To avoid inconvenient trips to distant HSBC branches with staff to accept cash transactions, our former Treasurer deposited cash in her bank account (Lloyds DM) then returned home and transferred all the amounts from her account individually to the U3A's CAF bank account via BACs . All the transactions appear clearly on U3A bank statements. The Committee agreed unanimously that our new Treasurer has their approval to continue her predecessors practise for depositing cash into the U3As CAF bank

account. The arrangement has worked well over recent years and been approved annually when U3A Accounts were audited. It is a necessary practical solution to inconvenient local Bank arrangements for cash transactions.

d. Membership Secretary TS. Tim currently engaged with chasing membership renewals. 209 active members including 4 associates. 26 outstanding – some have paid but not returned their forms. Concern over (relatively) small number of members who return forms incorrectly completed as permission must be authorised to use personal data provided by members.

Tim reminded Committee that if membership application forms are sent to people – they should be the most up to date version which can be downloaded from Downham U3A website. Also requested Group Leaders use Beacon to keep their Group members details up to date so their membership status can be easily checked. There is still an outstanding issue concerning a membership fee from February.

e. Business Secretary: FB Not present, still in process of assembling Trustee Packs to be circulated shortly. **FB**

f. Speaker Secretary: FG. Fay confirmed speakers for Members meetings confirmed up to early 2023. Is now considering Christmas meeting in December. Lots of suggestions – wishes to avoid wasted food as last year. Solutions requested.

g. Groups Coordinator: CC Letter circulated to all Group Leaders with information on: New Members Coffee morning, checking members renewal status, explaining compliance with insurance conditions, encouraging use of Beacon system to administer Group contacts, promoting IT help from FB and TS, encouraging items in U3A Bulletin of Group News, canvassing for recruits to General Committee and Minutes Agenda Secretary and finally asking for updates on Groups capacity.

CC also asked Committee for views on a Freshers event in September.

Discussion followed.

h. Minutes/Agenda Secretary: Vacant post.

i. New Committee Members: Carole Jones, Barrie Gordon. Carole offered to oversee address labels for hard copies of monthly DownhamU3A Bulletin. Barrie is willing to host a future Committee meeting. **CJ**

5. AOB. JC discussed need for monitoring of members coming to monthly meeting at Downham TH following comments of feeling isolated and being unable to get refreshments due to mobility problems. **JC** to request table placed near tea/coffee facilities. **LL** offered to keep watch on members who might need help to get a cuppa. Also ask refreshment team to monitor too.

TS mentioned the need to remind Maggie and Rita, our 'Meet and Greet' team at monthly meetings, to explain to people who habitually attend that they really need to join the U3A rather than just pay £2 each session. The £2 attendance fee is only for one off guest visitors or people turning up to see what U3A has to offer. After one or two visits, people must join to be admitted.

FG proposed that as Downham U3A finances are healthy, refreshments at monthly meetings should be provided free to members. The Committee approved this for the present and will review as necessary.

6. Meeting closed at 12.05pm.

7. Date of next meeting Monday 4th July 10am. 9 Lavender Drive, Downham Market PE38 9UA