

Downham Market and District U3A Committee Meeting

Monday 4th July 2022 10.am

9, Lavender Drive Downham Market

1. Present: TS, FG, LL, BG, CD, FB, CC.

Apologies: JC, CJ.

2. Minutes of Previous Meeting: 6/6/2022 – Approved by LL (Acting Chair) – signed copy to be passed to FB for records.

3. Matters arising: TS queries whether the letter to Group Leaders updating information as discussed in Minutes had been sent. CC reported it had and TS later found his copy on checking.

4. Reports:

a) Chairmans – Not present.

b) Vice Chair/ New Members Support. LL. Disappointingly low turn out to New Members coffee morning – just 7 attended despite invitations and publicity. Not sure why. Discussion of whether combining New Members and Group Leaders coffee morning / drop in might work better in future. LL/CC

c) Treasurer CD. Treasurer circulated monthly Statement of Accounts to July. Finances healthy. Main issue is the very slow transfer of authorisations from RM, U3A former Treasurer to CD as newly appointed U3A Treasurer, currently being processed by CAF Bank. Currently RM is working with CD until process is complete. Hopefully soon. CD in favour of encouraging members to pay using BACS for preference – but the ability to pay by cheque will need to remain for present. CD is to research costs and practicalities of Downham U3A using a 'SumUp' card reader and report back in September. CD

d) Membership Secretary/Beacon Administrator. TS. There are currently 212 members, however this will be adjusted to 192 imminently due to non-renewals. Whilst it's good to encourage more members the Committee itself is very short of recruits. Further discussion about shortage of Committee Members and recruitment priorities. FB suggested using a PowerPoint presentation at monthly meetings explaining the function of our U3A Committee and how necessary it is to the existence of Downham U3A. FB would be willing to work on this? FB New ideas are needed as simply asking the members at monthly meeting and in the Bulletin, is not bearing fruit. Recent new members CD, BG and CJ are much appreciated.

TS reminded those present forms taken in at meetings are not being checked to make sure they are correctly completed when he is not there to do it. Finally, TS pointed out that correspondence had formerly been an agenda item and now seemed not to be. Perhaps the category needs to go back on to promote circulation of incoming information as appropriate.

e) Business Secretary FB. Fiona has now updated all the policies in the Trustee Pack and handed all present a complete set. All Committee Members are Trustees. She also spoke about the need for each Committee Member to be given a proper induction and mentored through their settling in period. Currently this has not been happening and most current members have not had a proper induction but simply picked up their role whilst carrying out the task as needed. A proper induction for current and future Committee Members is important. TS stated that the Chairman was responsible for ensuring Committee members were given the current Trustee documents. Further discussion needed. There is information on the U3A national website for each function also. **JC/FB**

Minutes from monthly Committee meetings are routinely passed to the Business Secretary for recording – and placed on Downham Market U3A website for reference. Whilst providing access to the Minutes – is important confidentiality and data protection are maintained. The Committee felt that the existence of the Minutes should be recorded but access to them should be by request (who to?) The document can then be checked and redacted if necessary to be compliant prior to making them available. **FB/JC (Minutes & Agenda Secretary Post holder.)**

f) Speaker Secretary FG. June's Speaker topic on birdsong was excellent and very well presented and received. The subject for July is 'Cold War Poetry.' FG has speakers organised right through into 2023. Summaries of each monthly speaker and their presentation are in the Bulletin. These short articles are generally provided by Maggie Pogmore.

g) Groups Coordinator CC. A few responses had come back to the Group Leaders update letter sent out in June, all about the status of Groups – whether they're up to capacity or not. As a lot of other information was also included its difficult to say whether it has been taken on board. Discussion about frequency of Group Leaders meetings. See above. Two new Groups launched. Play Readers have met twice and have a programme organised although it's a small group. Sue Mussell is setting up a Photography for Fun group which will be based at Discover Downham because of the facilities there – screen etc. First meeting will be in September. Climate Conversations have been joined by Kings Lynn U3A Environmental Group as they were low on numbers. As this arrangement looks like being regular, the KL members will be invited to become Associate members of Downham U3A. **CC**

h) Minutes Agenda Secretary. (Vacant Post)

i) New Committee Members BG. BG asked if there were currently concerns with inflationary price rises affecting Downham U3A operations such as hire of venues or fees for Speakers – particularly mileage. So far this has not become an issue – but as the U3A's financial situation is reported on each month – he was advised that should that situation change, it will be considered in a timely way.

5. Feedback and discussion of topics raised by Regional U3A Zoom forum 'Managing Your U3A.'

FB, JC and FG had participated in the presentation and brought away some important ideas and issues to be addressed. FB summarised. One useful tool was a **Skills Audit** to take

advantage of what experience and specialities exist within the Committee to be utilised. An informal trial skills audit was carried out with Committee Members present. FB made notes. FB also produced the current National U3A policy on **Equality, Diversity and Inclusion**, which has been adopted at that level. The policy is available to download from the U3A National website and Committee agreed that after it had been looked at, it should be adopted also by Downham and District U3A. The policy then needs to be included with Trustee/Group Leader/Members packs.

A U3A Zoom presentation on 'Equality, Diversity and Inclusion' is being streamed on 28th July. It will be helpful if someone on the Committee could register and feedback. **JC**

6. A.O.B.

The new Committee Members information needs to be entered online with the Charity Commission for Downham U3As Trustee list. CC to forward the request from RM (former Treasurer) to BG and CJ **CC**

FG requested that extra time be booked for next Christmas's Entertainment at Downham Town Hall. There is a full programme and setting up/clearing away will be a big task. **FG/JC**

The Christmas Entertainment arrangements should be an item in Septembers Agenda. **JC**

6. Meeting Closed 11.59 am

7. Date of Next Meeting. 10 am Monday 5th September at 6 Beech Road Downham Market PE38 9PH. CD