

**MINUTES OF THE DUKERIES THIRD AGE GROUP COMMITTEE MEETING ON
MONDAY, 8TH FEBRUARY 2021, BY ZOOM**

PRESENT:	
Leslye Henstock	Chair of Dukeries U3A Establishing DU3A Virtual World on Zoom
Pam Hardwick	Group Secretary/Assisting Chair Links with Regional/National U3A and local community
Richard Titmuss	Treasurer
Ann Street	Co-ordinator of Guest Speakers Marketing and Communications in local press Website Administrator
Nick Mason	IT and Zoom Advisor, Website Administrator
John Harris	Newsletter Editor
Marie Bartle	Membership Manager Contact for members' wellbeing
Christine Yates	Co-ordinator of Group Activities
Margaret Titmuss	Catering Manager and Health & Safety
Valerie Saunders	Minuting Secretary at meetings

1. INTRODUCTION

Leslye welcomed the Committee members to the meeting and thanked everyone individually for their efforts in their various roles since the last Committee meeting.

Leslye thanked Christine and Marie for offering to continue in their present roles of Group Co-ordinator and Membership Manager although apprentices for these roles are still being sought. A deputy is also required for John Harris.

Leslye welcomed Chris Neighbour to the team as interim Treasurer. Richard will finish his term as Treasurer on the 31st March 2021.

There were no alterations to the Minutes of 11th January 2021 and Pam proposed that the Minutes be accepted, Ann seconded and Leslye signed the Minutes as correct.

Pam has had her email and mobile phone accounts hacked. Nick has assisted her in resolving the matter and will prepare a piece for the March Newsletter, explaining how these situations can be avoided and what to do if they do occur.

Leslye put before the Committee a motion regarding confidential issues discussed in a Committee Meetings. They should be recorded on a separate document in the Minutes and full names of persons involved should appear in that document. Marie proposed that the motion be approved and Nick seconded and was passed unanimously by the Committee.

2. MEMBERSHIP

Marie reported that the total membership is 108 members which includes 8 Associate members and an Honorary Life Member.

Leslye thanked Marie for sending a “get well” card on behalf of the Du3a to Ann Young who is ill in hospital.

There was a discussion regarding membership fees for new members joining from 1st April 2021. It was decided that Leslye would look at the fees being charged by other U3As for a full year and a half year and then a decision could be made at the next meeting.

Any changes in members fees, and the wording of the Constitution, needs to be approved at the AGM in May.

Adverts for the AGM need to appear in the March and April Edition of the Newsletter.

3. BRANDING/PUBLICITY/MARKETING

Branding

Ann has booked speakers for the Members’ Meetings up to June of this year.

She has been busy rebranding the Du3a website and Leslye commented that she would like the opportunity of liaising with her as she also has a few ideas regarding the website. She would also like the Chair’s letter, which goes in the Newsletter each month, to appear on the website. John said that this did normally happen and it was an oversight that it did not in the December/January issue.

It was decided that Ann’s email address should also appear on the website as she is the point of contact for Speakers. Leslye suggested that Ann has a separate Dukeries email address rather than using her private one.

Andrew Young has now stepped down from operating the Facebook page and Nick Mason, Ann Street and John Harris will all have full access to the Du3a website. Nick is now the Administrator of the website.

The question of rebranding the members’ name badges was raised for such time as we begin to meet in the Jubilee Hall again. It was decided that Leslye and Marie would discuss the possibilities for re-designing the badges.

The issue of Data Protection was raised with regard to members’ registration forms and the taking of photographs at group activities and screen shots on Zoom. The general view was that Group Leaders, and anyone taking photographs, should politely ask if members want to be included in the photograph and any member not wishing to appear in photographs should make group leaders aware at the beginning of activities.

Marketing

Ann reported that she will be attending another Publicity Meeting next week.

Ann had also found a general U3A promotional leaflet which can be customised for other U3A Groups. Leslye said that she would like to have some new leaflets printed for when shops and restaurants open again. She would like to target Edwinstowe as an area for possible new members. She has already been in touch with the owner of a new restaurant in Edwinstowe called “Smoke and Ice” in the hope that we could advertise in his establishment.

Leslye said that the new local (internet only) radio station, Bowe Radio, is operating 24 hours a day and is very good. She thought that we could send one or two items per week to them in order to raise our profile in the area.

Leslye reported that Newark and Sherwood District Council are to begin operating their own lottery and local community projects will benefit from this. She wondered if we could put a link to the lottery in the Newsletter.

She said that it was also possible to get funding grants for advertising material through community links projects.

4. ACTIVITY GROUPS

Christine has been in touch with Group Leaders, either by email or phone, as to whether they are prepared to run their groups on Zoom. She has not received any replies as yet.

Leslye said that we need new leaders for the History Group, Birdwatching Group, and Wine Group.

Leslye asked Christine to make a new list of Activity Groups.

Sharon Pinkett and Patti Bell are launching a new Zoom Activity Group called "The All Sorts Club" on Tuesday, 16th February. This was advertised in the January Newsletter. Leslye apologised to Christine for forgetting to let her know.

5. TREASURER'S REPORT

Richard had already submitted copies of the Treasurer's Report for January 2021 to the Committee. He reported that he has now transferred the money from the defunct History Group account into the Du3a current account.

Leslye questioned the status of the undebited banking amount of £60 on the Accounts. Richard said that this was a cheque paid to the caretaker of Wellow Hall which remained uncashed. He has received no documentation from the caretaker and said that the time limit on the cheque would soon be running out.

There have still been issues for some of the signatories on the bank account when trying to log in and Richard said that he would try to resolve these.

Leslye proposed the motion that Chris Neighbour will take over as interim Treasurer on 1st April when Richard's term ends on 31st March, Marie seconded this and the motion was carried.

Richard will arrange for Chris' name (Philip Christopher Neighbour) to be added to the list of signatories on the Nat West bank account and the removal of his own name from 1st April.

Richard and Chris will liaise meantime to ensure a smooth transition on the 1st April.

6. CONSTITUTION

At the last Committee Meeting it was agreed that our Constitution should be examined and updated if necessary. The Committee were asked to read through the Constitution and report any issues that should be updated or changed.

Several points were raised by members of the Committee and it was agreed that Leslye and a small group from the Committee would form a sub-committee to discuss the wording of the constitution and Data Protection in particular. Any changes to the Constitution would have

be put before the membership, hopefully at the next AGM which will be on the 17th May 2021.

7. DATE OF THE NEXT MEETING

Monday, 8th March 2021