

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

<b>PRESENT:</b>	
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
Nick Mason	IT and Zoom Advisor
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.

### New Members of the Committee

Also present at the meeting were Chris Neighbour, who will take over as Treasurer on the 1<sup>st</sup> April, and Wendy Owen, who will be apprentice to Marie and eventually take over as Membership Manager. Leslye introduced Wendy to the members of the Committee individually.

### Local Community Projects

Pam has been in touch with Steve Little who is Scheme Manager of the Miner2Major Landscape Partnership. It was agreed by the Committee that Steve would be invited to the Zoom AGM on 17<sup>th</sup> May to give information to members about the projects that he is helping to organise.

### Regional Support Groups

Chris has tried to contact the Regional Support/Peer Group for Treasurers but has yet to receive a reply.

Ann attended another Notts Network Publicity Meeting on 16<sup>th</sup> February (see details under **BRANDING, PUBLICITY AND MARKETING**). She will be attending another meeting on the 17<sup>th</sup> March which will concentrate on plans for U3A day on the 2<sup>nd</sup> June 2021, including ideas both with and without lockdown restrictions.

Pam continues to attend the Notts Network Secretaries Support Group.

## Sign off the Minutes for February

There were no alterations to the Minutes of 8<sup>th</sup> February 2021. Richard proposed that the Minutes be accepted, Margaret seconded and Leslye signed the Minutes as correct.

## **2. MEMBERSHIP**

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

Marie has offered support to a member recently.

Marie and Wendy have already liaised regarding Wendy eventually taking over the role of Membership Manager. Marie will email some spreadsheets to Wendy and they will meet when it is legal to do so. If all goes to plan with the Government opening dates, the first date we could legally have a Members' meeting in the Jubilee Hall would be 21<sup>st</sup> June which, co-incidentally, is the date in June for the Members' Meeting. If that goes ahead, Marie will demonstrate to Wendy the procedure on the day.

Leslye commented that if Members' Meetings are able to commence at the Jubilee Hall on the 21<sup>st</sup> June, we would need to make some advance bookings for the Hall. Christine said that she would pass the names and telephone numbers that she had for booking the Hall to Pam in order that she could go ahead with provisional bookings.

### Membership Fees

Leslye has researched the membership subscription fees charged by other U3As in the North Nottinghamshire area.

She pointed out that, as the Du3a is such a small organisation compared to others in the area, we need to charge slightly more than the larger U3As in order to have enough funds to pay the capitation fees to National, fund fees for speakers, etc.

Leslye put forward the proposal that from 1<sup>st</sup> April 2021 until 31<sup>st</sup> March 2022 the full membership subscription for new members would be £15 and £10 for Associate Members. Chris proposed that this be accepted and Nick seconded.

This proposal will be put before the membership at the AGM on 17<sup>th</sup> May.

## **3. BRANDING/PUBLICITY/MARKETING**

Ann reported that there were thirteen attendees at the Notts Network Publicity meeting on 16<sup>th</sup> February, including new regional contact Chris Hartny-Mills who is available to support our U3As. It was suggested that individual U3As should consider having a five-year plan for recruitment by increasing their exposure. There will be a toolkit available on National website to assist with publicity.

### Speaker Information

Ann reported that she has booked Autumn Rose to speak at the Members' Meeting in July. She will give a talk about getting confidence back in driving after the long lockdown when some members may not have driven for some time.

### Publicity

There was a discussion amongst the Committee about ideas to raise awareness of the Du3a in local areas and various suggestions were put forward including:

- Copies of the monthly newsletter could be posted in local libraries. Leslye suggested that the “Staying Connected” name that John has used during lockdown for the magazine should remain. John commented that he envisaged a slimmed-down format for the newsletter when lockdown is over.
- Information and requests could be sent to the local radio station, Bowe Radio, on a weekly basis. Leslye said that she would do weeks 2 and 4 and Ann could do 1 and 3.
- Leaflet stalls at various places were suggested including Edwinstowe, Rufford Park and the St. George’s Day celebration which takes place in Ollerton on the Saturday nearest St George’s Day. There is also a community notice board at the Co-op in Edwinstowe which could be used. Other local businesses could also be asked if they would display Du3a leaflets.
- Ann will continue to submit articles to the Sherwood Life, Roundabout and Edwinstowe publications.

### Flyers

Leslye and Ann will liaise in the next seven to ten days to talk about wording for the leaflets.

### New Name Badges for Members

Christine will photograph and measure the insert for the name badges and Leslye and Nick will see what kind of new design would fit.

## **4. ACTIVITY GROUPS**

Christine has been in touch with Group Leaders and the present situation is as follows:

- Architecture Group – New leader required
- History Group – New leader required
- Beginners’ Bridge – no leader although Colin will oversee this group until a new leader can be found,
- Bird Watching and Pathfinders Group – Ken White, the leader for both groups, has now joined Mansfield U3A.
- Ukulele Group – Marie-Louise has given up the leadership due to ill health. The tutor, Nicky Bennet, is prepared to carry on tutoring the group. Christine will ask Linda whether she will lead the group.
- Rambling Group – David Whitewick who is the present leader would like someone else to take over.
- Gardening Group - New leader required.
- Wine Group - New leader required

All the other Groups will carry on with the same leaders.

Due to the fact that Margaret is retiring from the Committee, we will need someone to organise the tea rota when the Members’ Meetings take place at the Jubilee Hall again. Margaret said that she will contact people on the list who used to fill in when members who were delegated to do the teas did not attend.

John was asked whether he would send an email to Group Leaders asking them to put together a short piece about their group for the Newsletter in anticipation of the Groups meeting again.

### Meeting Venues for Groups

We will need to put together a risk assessment guide regarding safety in building in the current situation. This will be discussed at the next Committee Meeting.

## **5. TREASURER'S REPORT**

Richard had already submitted copies of the Treasurer's Report for February 2021 to the Committee.

The signatures for the Nat West account need to be signed off again.

Richard put forward a resolution that Chris will need to have new debit cards in his name (Philip Christopher Neighbour). Leslye proposed that the resolution be accepted and Christine seconded.

Richard said that the Bank-line set up by Nat West for the Du3a is not run like a normal on-line banking account and should have an administrator. The major snag for Richard was that he was not an administrator on the account which has led to issues. It was therefore agreed by the Committee that Philip Christopher Neighbour should become an administrator on the account.

Leslye asked whether Richard/Chris could prepare a basic cashflow forecast to 31<sup>st</sup> March 2022.

### Possible Funding/Grants

Chris and Wendy have been looking into the possibility of getting funding towards buying essential items and publicity materials for the Du3A. They will liaise with Leslye on this matter in due course.

One of the items needed is a new laptop. This will cost in the region of £700 in order to achieve what is required. Nick will do more research into what would be suitable.

## **6. CONSTITUTION**

Since the last Committee Meeting, Pam and Ann have liaised over the wording for the updated Constitution for the Du3A.

There are issues concerning rules and regulations for Zoom Meetings, the length of service for Committee members and the "refusal of membership" clause.

National have recently published an updated version of the Constitution and Ravenshead U3A appear to have obtained an early copy from which they have updated their own Constitution.

It was agreed by the Committee that the text concerning rules and regulations for Zoom meetings could be copied from the Ravenshead Constitution and any other alterations to the Du3a Constitution will be considered again at the next Committee Meeting and then voted on at the AGM in May.

## **7. FINAL WORD**

This was the final Committee Meeting for Richard and Margaret and Leslye gave a vote of thanks for their service on the Committee. They have both been a great asset to the Committee and we shall all miss them.

**DATE OF NEXT MEETING 12<sup>TH</sup> APRIL 2021 AT 1.30 PM**