

# Dukeries U3a Committee Meeting

Tuesday 14<sup>th</sup> November 2023

Present

Leslye Henstock -Chair

Maria Pitrilino – Baranauskas -Deputy Chair

Barbara Baglee -Minuting Secretary

Barry Callieu- Treasurer

Pam Hardwick -Charity Organiser

John Harris – Newsletter Editor

Jane Young – Activity Group Coordinator

Ann Street -Website and Speaker finder.

James Bartlett – Business Secretary vote pending

Apologies - Chris Neighbour, Wendy Neighbour

Resigned – Kevin Mulloy

Minutes of the last meeting. Proposed by John and seconded by Jane. Approved unanimously.

1) Room Hire - £48 has been paid to Edwinstowe House.

2) Confidentiality

Barry confirmed that all correspondence regarding the recent complaint will be kept by him for 6 months and then deleted. Leslye has requested that all committee members have a U3a email address. Ann is putting all minutes apart from those that are confidential, on to the website. Minutes and accounts need to be kept for 7 years.

The constitution needs to be reviewed, this will be done by Leslye, Maria and James.

3) Voting at meetings

Voting requires a proposer and a seconder. If a decision needs to be made all committee will have one vote each. The Chair will have a casting vote in the event of a tie.

4) Policy review

Barry is Safeguarding Officer.

Our policy regarding members with additional needs, who may require a carer, was reviewed. Group leaders need to give enough information on an activity for individuals to decide if it is appropriate for them. We need to check our insurance to see if carer would be insured for a U3a activity. If not, do they need to sign that they attend at their own risk? Professional carers should have Public Liability Insurance.

5) Roles and Responsibilities of the committee

We urgently need a Deputy Chair to replace Maria when she becomes chair.

When James has been appointed as business secretary Leslye, James and Maria need to meet to discuss how they will work together. Leslye would like to resign as chair in January, but is prepared to remain until a new deputy chair is found. Each committee member will be voted in by members at the AGM. At other times new committee members can be co opted on to the committee. We have a vacancy for a Press Secretary and a Speaker Finder although Ann has booked all speakers for 2024. Jane has offered to try out the role of Press Secretary. Barbara will remain as Minute Secretary until the AGM. Wendy will remain as Membership Manager and John will continue as Newsletter Editor. Barry will remain as Treasurer.

Chris is a Committee member and Pam will remain as Charitable donations coordinator. Maria will organise the refreshment rota for Members' meetings in 2024. Leslye will undertake the role of Events Team Coordinator. Barry is Safeguarding officer and Barbara will have responsibility for Inclusion, Equality and Diversity. We have vacancies for Deputy Chair, IT assistance, and Health and Safety.

6) Treasurer's report.

Barry has been unable to complete the accounts for October but there are no concerns. We will go ahead with asking members to sign for Gift Aid. The membership form has been amended. For January, February and March new members will just pay £4 to cover the capitation fee.

7) Website and speakers

Ann is having some problems with the new U3a website. John will see if he can help her.

Jerry Jervis, the speaker for February is coming to visit at next week's members meeting. Two new members may also be attending.

8) Edwinstowe light switch on.

Barbara, Ann and Maria will prepare tombola prizes. Barbara has some lights that can be used. The knit and natter group have knitted some chocolate oranges to be sold on the stall. There will also be a prize draw for new membership. Ann has drawn up a volunteer rota for the event.

9) Events.

There will be no event to thank volunteers.

Each member of the events team will take the lead on organising an event. The Halloween party was attended by 140 people. Mansfield U3a will do a press report. Members will supply their own food and drink for the Christmas party. There will be no Secret Santa. There will be some charity games. The Beetle drive in January will have a raffle. The Murder Mystery Weekend is selling well.

10) Members Meeting

James will be voted in as Business Secretary.

Barry will explain Gift Aid to the members. Ann will present the speaker at 1.45 pm. Val will look after the membership table and James and Barbara will welcome members and guests. There will be a bring and buy. Leslye has taken the U3a phone.

The meeting closed at 12.50 pm.