

**MINUTES OF THE DUKERIES THIRD AGE GROUP COMMITTEE MEETING ON
MONDAY, 6TH DECEMBER 2021, BY ZOOM**

PRESENT:	
Leslye Henstock	Chair
Pam Hardwick	Group Secretary/Deputy Chair
Chris Neighbour	Treasurer
Ann Street	Co-ordinator of Guest Speakers Marketing, Advertising and Website
Nick Mason	IT and Zoom Advisor
John Harris	Newsletter Editor
Wendy Neighbour	Membership Manager
Christine Yates	Co-ordinator of Group Activities
Jane Young	Co-ordinator of Group Activities
Valerie Saunders	Minuting Secretary at meetings

1. INTRODUCTION

Leslye welcomed everyone to the Meeting.

There were no alterations to the minutes of the Committee Meeting on 8th November. Chris proposed that the minutes be accepted, Jane seconded and Leslye signed the minutes as correct. Apologies were accepted from Marie Bartle.

Leslye will contact Marie and ask her to send “get well” cards to John Wheeldon, Doreen Hayes and Jean Parry-Williams.

John Harris has prepared an electronic Christmas card which will be sent out to all members. The Committee agreed the design of the card.

Christmas Party

Although the situation is uncertain at the moment with regard to the Covid crisis, we plan to go ahead with the Christmas Party unless the Government bring in new measures that will affect this.

We have 69 members at the moment who are planning to attend.

Leslye will send an email to members suggesting that everyone takes a lateral flow test before attending so that we can be as sure as possible that everyone will be safe. Any members struggling to source lateral flow tests can be advised by any member of the Committee how to obtain them.

People might consider wearing masks when moving around the hall. The extractor fan will be on and the outside door in the bar will be open, together with inside doors, so that there is a flow of fresh air.

Sanitisers will be available or members can bring a pocket one if they prefer.

Leslye asked members of the Committee to share this information with any members that they saw in the days leading up to the party because she had no idea how many members logged on to their emails.

Timings for the Party

Leslye had already sent out a detailed plan of the timings for the party to the Committee prior to the Committee Meeting.

Who is Doing What at the Party

Leslye commented that she had tried to spread the tasks so that everyone can enjoy the party. She will print off copies of the table plan for the Committee members.

Tony has offered to help with the auction of the table decorations and take the money to Chris.

11.30 Please help to put out ten tables (if you are able).

THEN

Help Pam to empty car **(John, Colin and Mal)**

Banners **(John and Colin)**

Raffle Table **(Pam assisted by Mal)**

Tablecloths and table decorations – flowers, table number and stand, tea lights, Bingo cards. **(Christine, Georgina and Janet)**

Badges on tables. Check chairs are correct. Go round with Register at 12.50.
(Wendy)

Bunting and welcome sign. **(Sue and Jane)**

Music. **(Stefan)**

Buy milk for hot drinks. Check supplies of tea and coffee before the event. Turn on hot water. Put out cups and saucers. Plate up mince pies. Put on table at 2.15
(Val)

Help Val put out cups and saucers if needed **(Christine and Joan)**

Lighting, set up games. Secret Santa Table, H and S. **(Leslye)**

Set up Ukulele Group on the stage **(Linda)**. **Christine will check prior to the event whether the chairs will fit on the stage).**

12.00 Treasurer table will be at the back of the room **(Chris)**

12.20 ALL DONE. MUSIC, CANDLES, CHECK CHAIRS.

12.30 DOORS OPEN

Secret Santa table - collect gifts. **(Lesley and Andrea)**

Sell Raffle Tickets – Tables 1-5. **(Doreen)**

Sell Raffle Tickets – Tables 6-10. **(Beryl)**

Raffle Table. **(Pam)**

12.55 Tick off names on the register **(Wendy)**

1.00 Welcome. **(Leslye)**

2.15 Make tea and coffee. **(Christine/Joan)**. Each table will wash up their own cups and saucers and put away in cupboard).

Put out mince pies out. **(Val)**

3.30 Check kitchen and turn off water. **(Val)**

2. SPENDING GRANT MONEY

Wendy will send off the form for RTC this week. Leslye confirmed that she had sent off the form to the National Lottery, together with a photograph, but she has heard nothing back from them as yet.

Wendy said that there was at least £350 of funding money left to spend and this will be discussed at the next Committee meeting.

Membership Update

Wendy reported that the membership total now stands at 142. We have another two new members, James Bradley and Lyn Ellis. Details of membership are:

- 131 Fully Paid-Up Members
- 10 Associate Members
- 1 Honorary Life Member

Leslye said that in the New Year we should be doing more to support new members and this will be discussed at the next Committee meeting. Suggestions put forward so far were a Race Night in February and a quiz for April Fool's Day.

She said that we will need to recruit three more members for the Committee and should invite members to the Committee meetings so that they can see how it works. We should also be looking at more of a gender balance on the Committee.

Leslye commented that we should try to encourage new interest groups. Stefan would like to resurrect the Wine Appreciation Group but would like members to take part in researching wines and talking about them.

Stefan has also said that he is interested in starting a bird watching group but could only do about four a year.

Membership Fees

There was a brief discussion about fees from the 1st April 2022. It was decided to postpone this until January when we may have some idea of what other U3As are charging and when we know roughly what expenditure for the year will be.

3. BRANDING, PUBLICITY, MARKETING

Ann attended a regional meeting facilitated by Jean Hogg. There were presentations by Sue Stokes and Paul Martinez.

There were lots of links for getting and keeping new members.

Ann was unable to attend the Notts Network Meeting but has received information concerning next year's U3A week.

Ann has received a communication from Edwinstowe Parish Council apologising for not including Dukeries u3a in their Christmas event but will include us for the event next year.

Ann reported that Dukeries u3a had been given a full page spread in the Edwinstowe Magazine.

Ann reported that the new larger pole for the feather banner has now been received at no extra charge.

Ann reported that the projector for the Members' Meetings is not adequate and the images are quite small. She wondered whether there would be money available to get a new one. John said that it was possible that we could get a new lens and that he would research this.

Speaker

The speaker for January has said that she will not charge a fee but would like a donation to the charity "Beauty's Legacy". Leslye commented that, as a charity, we are unable to give a donation and we would have to put it down as a speaker's fee or expenses for the speaker.

Leslye gave a vote of thanks to Ann for all her hard work during the past year.

4. TREASURER'S REPORT

Chris apologised that there were no Accounts for November as he has been away on holiday. He said that he will get everything up to date towards the end of this week.

Chris did say that he would like to get the Social Activity account electronically linked to the Du3a Current Account. He will continue to pursue this aim.

There has been a further communication from Andrew Young. He charges £10 per member of the Water Colour Group but does not pay this into the Du3a account.

Jon Lovell has said that he never wanted to be a Du3a member but he is the tutor of the Water Colour Group and has to be a member.

Leslye has been in touch with the Secretary of the Wellow Memorial Hall and has arranged that payment for the hire of the hall will go directly to them.

5. NEWS LETTER

John will delay the production of the Newsletter to members until 8th January because of the busy period around Christmas.

January Edition

Leslye commented that she would like group leaders to put in the Newsletter any plans they may have for 2022.

She would like a calendar of events for the year including a couple of outings that she is hoping to arrange.

Leslye gave a vote of thanks to John for all the fabulous editions of the Newsletter that he has produced over the past year.

DATE OF THE NEXT COMMITTEE MEETING 10TH JANUARY 2022 AT 9.30