

**MINUTES OF THE DUKERIES THIRD AGE GROUP COMMITTEE MEETING ON
MONDAY, 9th AUGUST 2021, BY ZOOM**

PRESENT:	
Leslye Henstock	Chair of Dukeries U3A
Pam Hardwick	Group Secretary/Deputy Chair Links with Regional/National U3A and local community
Chris Neighbour	Treasurer
Ann Street	Co-ordinator of Guest Speakers Marketing and Communications Manager
Nick Mason	IT and Zoom Advisor
John Harris	Newsletter Editor
Wendy Neighbour	Membership Manager Special Projects and Funding
Christine Yates	Co-ordinator of Group Activities
Jane Young	Trainee Co-ordinator of Group Activities
Valerie Saunders	Minuting Secretary at meetings

1. INTRODUCTION

Leslye welcomed everyone to the Meeting and apologies were accepted from Marie.

There were no alterations to the minutes of the Committee Meeting on 12th July. Chris proposed that the minutes be accepted, Ann seconded and Leslye signed the minutes as correct.

Leslye welcomed Jane Young to the Committee. Jane has taken the position of Trainee Co-ordinator of Group Activities. Jane needs assistance in setting up a Du3a email address and Nick has offered to help with this.

2. AUGUST GARDEN PARTY – 23RD AUGUST

Leslye asked the Committee to make a decision as to whether, in the event of rain, the Garden Party should be cancelled or moved indoors. The Committee decided that it would be held indoors.

Leslye will prepare an information sheet about the event for John to distribute to members.

Times

The Committee and any other helpers will arrive at the Jubilee Hall at 11.30 am to set up. Members will be asked to arrive at 12.30pm.

Tables

Tables will be set out either outside the Jubilee Hall or inside if the weather is inclement. 10-15 tables, each holding four people, will be put out. Christine and Jane will organise table cloths for the tables. We already have 10 so another five will be required.

Bunting and Banners to Decorate the Party area

Christine and Jane will be in charge of putting up the bunting.

Ann will put out the banners. Leslye asked Ann to make sure that the information on the notice board is up to date.

Toilets

The toilets in the Jubilee Hall have yet to be refurbished. Leslye will ascertain from the Jubilee Hall Committee whether the men's and women's toilets will be operational for the event.

Safety Precautions

If the event has to be held indoors, all Covid regulations stipulated by the Jubilee Hall Committee will be adhered to. Sanitisers will be available and doors and windows will be open.

Music

Stef has prepared music for the event although he is on holiday on the day. Nick will contact Stef about this in the next few days.

Cake

Leslye asked Christine if she would get quotations from local companies for two large cakes. Paper plates and wooden forks will also be required.

Miscellaneous

It was suggested that a list of members attending the event should be drawn up by Wendy and this could be used in case of Covid pings.

Leslye suggested that leaflets and business cards should be available for members to take if required.

3. BRANDING/PUBLICITY/MARKETING/SPEAKER INFORMATION/U3A DAY

Publicity

Ann attended the Publicity Meeting on 30th July. She reported that, at the Ravenshead U3A Day, students from West Notts College videoed the event as part of their work experience. This video, plus the professional photographs taken by a photographer from the Third Age Trust, will form part of Ravenshead's media resources. Ann wondered whether Tony Brewer could be asked to take photographs on our U3A day and also at the Garden Party. Leslye said that she would give Ann contact details for Tony.

The Publicity Group has now set up a Facebook Group so that members can keep in touch more easily.

Ann has contacted the Clerk to Edwinstowe District Council and also the Manager of the Co-op at Edwinstowe. They did not have any objections to Du3a campaigning in Edwinstowe.

Ann reported that she had put a post advertising the Du3a U3A Day on the Kirton and Ollerton villages Facebook site. Ann has also applied, using the Du3a Facebook page, to be accepted

on the Edwinstowe Facebook site and is waiting to be accepted. If not, Ann will put something on using her personal account.

Speakers

It is still unclear at the present time whether September's Members' Meeting will be held in the Jubilee Hall or on Zoom. The folk duo "Fools Gold" have been booked for this meeting.

Ann has been in touch with David Sweeny, an ex-forensic detective. He apparently gives a talk on "Every Body Tells a Story". Ann wondered whether the Committee considered this to be suitable for a future talk. Most of the Committee thought it would be very interesting.

Leslye reported that, at a recent Bowls Meeting, Andy Oxnard (Community Group Co-ordinator for Newark and District Council) offered to come to a Members' Meeting and give a talk about fire and safety in the home. His associate, Niamh, offered to do a presentation on keeping mobile.

4. APPLYING FOR GRANTS

We have already received a grant of £500 from RTC. National have also awarded Du3A £100 towards our U3A day. Wendy has two other grant applications in the pipeline and hopes to hear back from them by the end of August.

Membership

Marie is away on holiday so up-to-date membership numbers are not available.

Membership Fees

Leslye proposed that there should be an adjustment in the membership fees for a half year and put forward a proposal that full Membership should be reduced to £8.00 and Associate Membership to £5.00. Christine proposed that the motion be carried and Ann seconded.

It was agreed that the reductions would be an asset to advertise on U3A Day and Wendy will devise a leaflet for this. Leslye will print them off.

5. TREASURER'S REPORT

Chris had previously sent out copies of the July Accounts to the Committee. The Current Account balance is £3600.53 and the Social Account £1141.58. The total expenditure for the month was £339.87 which included £283.00 for printing banners and posters.

Jane and Christine have asked for an additional £20 towards making a little more bunting. Leslye asked the Committee whether this spending was disproportionate for bunting but the Committee agreed that it was not as the bunting will last for years to come.

Chris reported that the new debit cards have now been received from NatWest and they had been activated. Chris has asked the bank whether Du3a require a card reader.

Forecast of Expenditure

Leslye asked Chris if he could give a rough calculation of what the expenditure is likely to be until the end of the financial year including payments to guest speakers, room hire, Zoom, etc. Chris calculated a rough figure of £1600.

Group Finances

The All Sorts Gardening Group will be run throughout the year by Sharon and Patti. Leslye has already been in touch with them to explain what to do with money collected from members of the Group. Leslye will put together instructions for all group leaders about taking money at their meetings as large sums should not be built up.

Lesley reported to Chris that the Uke and Sing and the Ukulele Groups can be merged into one in the Social Group Accounts.

6. U3A DAY – SATURDAY, 11th SEPTEMBER

Prior to the event, emails will be sent out to invited guests including Andy Oxnard, Steve Little, Jon Yarwood, the Mayor of Ollerton, Karen from the Town Hall, Chanel Horsefield (Editor of Sherwood Life) and the Managers of the Co-op in Edwinstowe and Tesco in Ollerton

Ann has sent out a write-up about the event to Notts Newsbites. She will contact Jane Pavier to ask whether it is to be included in an issue prior to 11th September.

Tickets for the evening event need to be done.

Supplies for refreshments will need to be purchased.

Roles on the Day

The Jubilee Hall is booked from 10.0am and Committee Members and any other helpers should be available at that time to move tables into the hall, put up decorations and organise refreshments.

Leslye will email Group Leaders about tables needed for any displays.

Jean Parry-Williams has offered to help with refreshments.

Ann will be running a slide show during the events in the day. She appealed for any group photographs that people may have so that she can include them in the slide show.

Raffle

The U3A Day has been subsidised by National with a grant of £100. The tickets for the evening event, which includes supper, will be free to U3A members. An email will be sent out to members giving the programme of events for the day and asking for donations of bottles for the raffle. The proceeds from the raffle will go the Lincs. and Notts. Air Ambulance Service. Pam has agreed to run the raffle.

Marie has raised a query about the funding of suppers for guests but Leslye commented that the National grant would cover this.

Heritage Walk Around Ollerton

The walk will be led by Hazel and John Francis who will point out places of interest during the walk.

Andy Oxnard is bringing someone along from Bowe Radio to interview either Leslye or Ann.

Evening Quiz

After the events in the day, the hall will need to be transformed for the evening quiz. There will be a maximum of 60 people in the hall for the quiz.

Teams will need to put out tables and tablecloths.

Leslye, Wendy and Chris will distribute the supper to members and guests. After supper rubbish will need to be collected.

After the event the room will need to be cleared.

DATE OF THE NEXT COMMITTEE MEETING

Monday, 6th September 2021 at 1.00

NOTES

Two days after the Committee Meeting, several issues were resolved. These were as follows:

- Ann has advised that Tony Brewer has agreed to take some professional photographs on our U3A Day but unfortunately is not able to take photographs at the Garden Party.
- Ann's request for Du3a to join Edwinstowe Facebook site has been approved which will enable Ann to post an advertisement for our U3A Day on it.
- Leslye will be having a telephone interview with Malc at Bowe Radio on Saturday, 21st August, between 1.00 and 2.00pm, to give information about Dukeries U3A and our U3A Day. Leslye has asked John to inform the membership about this in case they want to listen.