

**MINUTES OF THE DUKERIES THIRD AGE GROUP COMMITTEE MEETING ON
MONDAY, 12TH APRIL 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
Chris Neighbour	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
Wendy Owen	Apprentice Membership Manager
Valerie Saunders	Minuting Secretary at meetings

1. INTRODUCTION

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

There were no alterations to the minutes of 12th March 2021. Chris proposed that the minutes be accepted, Nick seconded and Leslye signed the minutes as correct.

Annual Return

We now have 100 full members and the Capitation Fees to Head Office will be based on this number.

Equal Opportunities Policy

Leslye and Ann have put together the wording for a policy that is friendly and covers all legal aspects. The Committee were in agreement with the wording and it will be posted on the Du3a website. This policy will need to be included in any applications for grants.

Telephone Number

Leslye now has a dedicated Du3a mobile phone which is an old Nokia donated by Nick. The phone number (07756436177) will be used on the website, in documents and advertising material and for all new enquires. It can be used by other members of the Committee for similar purposes. The initial cost was £10 for a SIM card and Tesco has added a further £20 credit on the phone.

Prizes for Zoom

It was agreed at the start of social events on Zoom that small prizes could be given for some events. The total cost of these prizes for 2021 is £20. As interest in the Zoom events has now dwindled somewhat, no more claims will be made for prizes.

2. MEMBERSHIP

Marie reported that the total number of full members remains at 100. We have gained one new member since last month but, sadly, another member, Ann Young, has died. The number of Associate members remains at 8.

Another member, John Wheeldon, is unwell at the moment and Marie has sent a "Get Well" card on behalf of Du3a.

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

Speaker Information

The Guest Speaker for the Members' Meeting on Monday, 19th April, is Steve Herra who will be talking about the Cunard line and some of the famous people who have voyaged with them.

U3A Day

Ann attended another North Notts Publicity Meeting. She said that most U3A groups attending the meeting were planning to postpone their U3A Day until September.

Leslye has received an information leaflet from Jean Hogg of Notts Network regarding U3A Day. It states that the criterion for the event is raising the profile of the U3A and should not be used as a recruiting day. There is a £100 grant available towards the event but, in order to qualify for the grant, we will have to specify what Du3a intends doing for our U3A Day.

It was agreed by the Committee that the 11th September should be the date for our U3A Day.

Preparations will need to be made well ahead of the event and suggestions for this included:

- Ann will submit information about the event to local publications
- Facebook could be used as another method of advertising U3A Day
- A leaflet distribution in Edwinstowe and Ollerton well ahead of the event
- The possibility of utilising an unused building in Edwinstowe as a "pop-up" shop for publicising the event
- The Social Committee could be asked to look at ideas for a social evening on U3A Day which could take place at the Jubilee Hall. We shall need to know whether it is available on the 11th September. Christine gave Leslye the telephone number of Sandra Thorbourn who is the contact for the Jubilee Hall bookings
- Contacting the Post office or other distribution service to see how much it would cost to distribute leaflets
- Christine will ask Group Leaders whether they have any ideas for U3A Day.

It was also decided that we should have four recruitment sessions during the coming few months.

A sub-committee will be formed for the design of leaflets, banners, business sized cards, etc.

Leaflets and Other Advertising Material

Ann has been in touch with Ultimate Print, who print the Edwinstowe magazine, and they have sent examples of their work. They do need to know exactly what we require before

giving a quotation. Jon Yarwood could also be asked to quote for leaflets, etc. Jon is from Edwinstowe and Dukeries Lions and could possibly obtain a discount on printing for us.

New Name Badges for Members

John and Nick have liaised on the design for new name badges that will fit into the original holders. It was agreed by the Committee that we would use the new branding colours and geometric shapes. Leslye and Nick will sort the inserts.

4. AGM ON 17th MAY 2021

The official quorum for an AGM has been reduced in the Model Constitution 2021 to 10%. As we are a small u3a, we will remain at 20% for a quorate meeting. Members of the Committee can be included to make the meeting quorate.

According to our records, 50% of the membership can operate Zoom and any members who do not have the internet will have a postal vote hand delivered.

21 days' notice is required to inform the membership before the AGM and the information will be sent to the membership, along with the monthly Newsletter, on the 26th April.

Andy Oxnard and Steve Little will also attend the AGM to give members information about their projects.

Notes for Voting

Membership fees for new members up to 31st March 2022 will be:

Full Membership £15 Associate Membership £10

Constitution Update

Leslye, Pam and Ann formed a sub-committee to discuss the new Model Constitution issued by Head Office. It was decided that Du3a would adopt the new model.

It was suggested that length of service on the Committee for Du3a could be altered, however Du3a will continue to have 9 years and the length of service in an individual position on the Committee could be changed from 3 to 4 years.

5. TREASURER'S REPORT

Chris, our new Treasurer, reported that there has been very little change since Richard prepared the March Accounts.

There has been an amount of £10 for the SIM card for the new Du3a mobile phone paid to Nick and an amount of £20 for prizes and £20 for the farewell gift to Richard and Margaret paid to Leslye. A subscription fee of £15 was paid in by the new member.

Chris is still having problems with the NatWest concerning the changeover of Treasurer. He would like to have another meeting with Richard to try to resolve the matter.

Leslye asked Chris to clarify with Richard whether we need to pay Capitation fees for one or two years out of Du3a funds. She also asked Chris if he could prepare a cashflow forecast up to 31st March 2022.

Chris will assess NatWest Bankline over the next three months.

Applications of Funding

Wendy has applied to the National Lottery for funding and has been given a reference number. A decision will be made by the 20th June.

She has also applied to RTC and is hoping to hear from them in the next few weeks.

DATE OF THE NEXT COMMITTEE MEETING

6TH MAY 2021