



Dunmow U3A (and surrounding area)

Minutes of the Meeting of the DU3A Committee held on Wednesday 19th June 2019 at 9.30 am at The Hub, Stortford Road, Dunmow.

PRESENT:

John Versey (JMV)	Chair & Compliance Officer
Anita Davey (AD)	Secretary & Beacon Administrator
Mike Best (MB)	Events Manager
Terry Parker (TP)	Membership Secretary & Fixed Assets Manager
Pat Kelly (PK)	Speakers & Raffle Organiser
Jenny Versey (JRV)	Press Secretary & Group Leader Mentor
Marilyn Hammond (MH)	Newsletter Editor
Terry Cash (TC)	Outings Co-ordinator
Peter Watson (PW)	Web Administrator
Peter Hodge (PH)	Groups Assistant & Associate Committee Member

In attendance:

Avril Nelson (AN)	Minutes Secretary & Associate Committee Member
Kathryn Archer (KA)	Secretarial Support & Associate Committee Member
Maurice Pannell (MP)	Communications Reviewer & Associate Committee Member
Lyn FitzGibbon (LF)	Guest

1. **Apologies for absence** -Jane Tadman (**TD**) Vice Chair & Welfare Officer, Colin Bradley (**CB**) Treasurer, Bob Giles (**BG**) Groups Finance Manager, Shirley Newby (**SN**) Events Assistant & Associate Committee Member, and Amanda Brown (**AB**) Groups Co-ordinator.
2. **AD** introduced Lyn FitzGibbon (**LF**) to the meeting. **LF** is to take over from **AN** as Minutes Secretary, after the AGM. The committee welcomed **LF** to the meeting.
3. **Minutes of the Committee meeting on 22nd May 2019** – the Minutes were signed as a true record by the Chair, subject to the following correction:-

MP attended for the entire meeting and not until completion of the Chair's report, as stated.
4. **Matters arising not on the Agenda**
 - a) With reference to the May 2019 Minutes item 8(I) (Event Organiser's Report), **MB** observed that the recent Quiz night had not been advertised on the website and remarked that he was not aware who was responsible for updating specific items on the website or precisely how this should be done. He also pointed out

that the Group walks do not appear on the Events calendar. Website issues were discussed more fully under the Website Administrator's Report.

- b) With reference to the May 2019 Minutes item 6(e) (Any Other Business), **MB** asked about the outcome from the suggestion that the Uttlesford minibus could be used to enable some members to attend meetings. It was agreed that **PW** was to discuss this with **JT** who would progress this as a Welfare responsibility. **JMV** advised the Committee that Carole Potter is interested in joining the Committee as an Associate Member with responsibility for Welfare. **JT** is discussing this with Carole.
5. **Correspondence** – **AD** now has the full paperwork for the 2019 Third Age Trust (TAT) AGM on 29th August in Nottingham. Anyone interested in attending, should contact **AD** for the details.
6. **AGM and Members' meeting 26th June 2019** – **JMV** said that the AGM would be the first agenda item, starting at 2:15. **JMV** queried the number required to reach the quorum, given the increased membership numbers. **AD** promised to check this and she reminded the Committee that only members could vote. It was agreed that this is unlikely to be an issue as there were no contentious items to be discussed. **JMV** had previously circulated his Chair's report and asked everyone to double check that there were no omissions. It was agreed that only the Chair and Treasurer would address the meeting. **JMV** will announce the new trustees on the Committee who will need to be voted in. He will also announce new Associate Committee members and any departures from the Committee (**AN**).
7. **PK** said that there would not be a 10 minutes speaker at the AGM and that the main speaker will be Tony Harris, in costume as Henry VIII. He only requires a changing room and a microphone.
8. **New Business**
 - a) **Chair's Report** – **JMV** updated the meeting on progress on the new periodic news sheet. The Committee were happy with the suggested title - 'Dunmow U3A Matters'. **JMV** reported that so far he has about 20 pages of information. He favours a 2 column newsprint format, which allows better incorporation of pictures. The groups have provided some good material. **TC** has provided an Outings contribution. **JMV** would like to include a Q and A section and welcomed other suggestions. The Committee discussed the best way to circulate the publication which is already at 90 mb. Postage to all members would be prohibitively expensive. **PW** will advise on shrinking the file size for it to be sent as an attachment and stressed the importance of sending it to all members without internet access. **MH** suggested that hard copies could be sent to Group Leaders to make available to their groups.
 - b) **JMV** informed the Committee of a communication received from a London University student who is just completing an MSc in Clinical Mental Health Studies. He is investigating the link between memory problems and depression and mood in older people and has created an online survey to build a database

for analysis. This is with a view to developing Acceptance and Commitment Therapy. The study has the approval of the Ethics Committee. He is requesting permission to submit the survey to DU3A members. The Committee discussed various aspects of this request. It was agreed that this should be put to the Third Age Trust (TAT) for direction on this and any other similar requests.

- c) **JMV** also drew the Committee's attention to a recent television documentary revealing that recyclable waste from an Essex district council, amongst others, had been found in Malaysia. This raised the question as to how much waste intended for recycling is effectively being dumped in third world countries. **JMV** has written to the newly formed Uttlesford District Council to ask about their recycling policy and will report back to DU3A. The Committee approved **JMV**'s action.
- d) **Vice Chair's Report** – Nothing to report.
- e) **Beacon Administrator's Report** – **AD** reported that **TP** will be taking over this role from this month. She has completed the second phase of questionnaires for the Beacon Independent Group and more are expected.
- f) **Treasurer's Report** – **JMV** observed that **CB**'s report shows finances to be in a very healthy state.
- g) **Group Report** – **AD** read out **AB**'s report. **TC** is organising tickets for the Knitting and Stitching show on behalf of the Craft groups. Although **AB** is discontinuing the Groups Co-ordinator role, she will continue to assist the History Group and will be Group Leader for croquet. A new Spanish group is starting on Wednesday afternoons. Patrick Lavelle is intending to take over as Group Leader of the French Group subject to the demands of his new workload. Liz Parker is taking on the Group Leader role for Italian. **AB** enquired whether the updated Group Leaders' manual is on the website. **PW** stated that it is not online as he does not have the latest version and that Groups information is in the domain of the Groups Co-ordinator. Website issues were discussed more fully under the Website Administrator's Report.
- h) **Outings Co-ordinator's Report** – **TC** reported that two outings had taken place this month; the Norfolk outing and the visit to the television studios for a Pointless recording. He advised that an incident had occurred on the Norfolk trip where an attendee had become very unwell. The emergency services were called; the man in question was treated very quickly and taken to hospital, where he was found to have suffered a heart attack. **TC** was pleased to report that he is now recovering well at home. **TC** told the Committee that further new outings are planned, including a trip to a musical.
- i) **Membership Secretary's Report** – **TP** supplied the current membership figures, as 535 paid up members, including 84 new members. There are only 52 lapsed members. The numbers are well in excess of last year's figures and **TP** estimated that membership will have reached 550 by the end of the year. Over 50% of the membership attends groups. Around 25% attend the monthly meeting.

- j) **Asset Manager's Report** – **TP** will be handing this role over to **SN** but there was nothing further to report.
- k) **Press Secretary's Report** – **JRV** reported that she has produced her usual monthly advertisement and filed her monthly report in the regular publications. **DU3A** has paid £120 to Outlook for 4 full pages. **JRV** is intending to focus the reports on groups next year, and will cover a couple of groups each month.
- l) **Newsletter Editor's Report** – **MH** had nothing to report and observed that the newsletter would be rather thin this month as the pending annual newsletter had been the main focus.
- m) **Communications Review** – **MP** has completed 5 of the fact finding meetings to date and has another 9 scheduled. He expects to have completed these by 9th July. The most common area raised for improvement is website updating, and Beacon has also been raised as an issue.
- n) **Speaker Organiser's Report** – **PK** reiterated that this month's speaker needs a room in which to change. She is finding it hard to source 10 minutes speakers and **JMV** reminded the Committee that the 10 minutes slot is only scheduled if a request to speak has been received and approved. **PK** asked for feedback on the previous 10 minutes speaker. This talk had to steer a difficult line between being a topic of interest to the membership (Retirement Homes) without being a sales pitch. The Committee felt that the speaker had managed to avoid the sales approach but that the membership had showed little interest in the talk, because of the high prices.
- o) **Events Organiser's Report** – **MB** sought feedback from the Committee on the recent Quiz night. He offered special thanks to **MH** for the excellent food provided. **JMV** also thanked **MB** on behalf of the Committee for organising the very successful event.
- p) **JMV** felt that slightly fewer rounds would have allowed more time. **PH** noted that the marking was a little erratic, some having to be corrected. **KA** suggested that the scorers would have preferred to use their own equipment or to familiarise themselves with the material in advance. **MB** questioned where event proceeds were directed, following queries from several people. It was suggested that proceeds from the raffle and those from ticket sales should be treated differently. Raffle proceeds may on occasion be needed to make the event solvent but that there was an expectation that raffle proceeds should go to a charity. **TC** observed that even the choice of charity can be contentious. **TC** and **JRV** suggested that ticket sale proceeds could go to a special U3A fund to benefit members. **TP** queried whether running a bar was worth the effort but **PW** assured the Committee that the bar can raise a good profit if done properly.
- q) **MB** advised that a pitch had been booked for the Carnival on 21st September but that he could not be available. **JMV** offered to handle this with assistance from **PH** as the pitch would be close to the Rotary pitch. **JMV** will request assistance from members.

- r) **MB** proposed various suggestions for future events. The Committee recommended that the Quiz night be repeated next year. The Committee discussed **MB**'s suggestions of a 60's Supper Dance to the Beaucrees, a table games evening or a jazz evening. All were happy with the suggestion of a party at the Day Centre in December, which could be partly funded from any reserve from previous events. It was agreed that **MB** would seek the opinions of members at the July meeting.
- s) **Website Administrator's Report** – Nothing to report but **PW** elaborated on the various references to website issues throughout the meeting. **JMV** said that the procedures around updating the website were not universally understood and this needed to be addressed. **PW** explained that each webpage was under the control of a specific role within DU3A (normally a Committee member or Group Leader). He, as Web Administrator, was responsible for managing the website but not for applying all the individual updates. Thus, for example, the Groups Co-ordinator should add the latest Group Leaders manual, the Events manager should add the Quiz night to the events calendar and the Newsletter Editor should update the latest newsletters to the website. **PW** said he was always happy to offer guidance to anyone unsure how to do this. **JMV** stressed that requests received should be dealt with promptly.
- t) **Compliance Officer's Report** – Nothing to report

6. Any Other Business

- a) **AD** explained that the officers leaving posts will get a notification this week to that effect.
- b) **AD** expanded upon her email of 13th June about members' responsibilities. It referred to an interesting article in the Third Age Matters magazine which suggested that new members be given a pamphlet on joining explaining the many varied ways in which they could contribute to the running of their U3A. She felt that members are generally very happy to assist if given clear directives as to what should be done and that they enjoy contributing. **JRV** agreed that this was best done as a checklist to tick. **AD** asked that all Committee members prepare a list of suggestions for those tasks in their area, with which members can assist.
- c) **KA** asked who would take responsibility for the Policy Document when **AN** left the Committee. Neither **LF** nor **KA** will find the time initially in their new roles to undertake this. **AN** said that she would be happy to continue with this task for the immediate future and **KA** agreed to send **AN** the minutes and the list of updates required, each month.
- d) **PK** raised the issue of gratuities on outings. It was explained that these are included in the Outings fee and it was agreed that anyone enquiring should be advised of this.

Date and time of next Committee meeting – Wednesday 24th July 2019, at 9.30 am, at the Hub, Dunmow.

Signed Chairperson Dated