



Dunmow U3A (and surrounding area)

Minutes of the Meeting of the DU3A Committee held on Wednesday 22nd May 2019 at 9.30 am at The Hub, Stortford Road, Dunmow.

PRESENT:

John Versey (JMV)	Chair & Compliance Officer
Anita Davey (AD)	Secretary & Beacon Administrator
Colin Bradley (CB)	Treasurer
Bob Giles (BG)	Groups Finance Manager
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

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
Peter Hodge (PH)	Groups Assistant & Associate Committee Member

1. **Apologies for absence** -Jane Tadman (**TD**) Vice Chair & Welfare Officer, Shirley Newby (**SN**) Events Assistant & Associate Committee Member, and Amanda Brown (**AB**) Groups Co-ordinator
2. **Minutes of the Committee meeting on 17th April 2019** – the Minutes were signed as a true record by the Chair.
3. **Matters arising not on the Agenda** – None.
4. **Membership Secretary's Report** – **TP** supplied the current membership figures, as 524 paid up members (447 renewals and 77 new members). 54 members have not yet renewed. **JMV** asked **TP** to send these a reminder message through Beacon. **TP** noted that these lapsed members were still showing as current members on Beacon, which should be investigated.
5. **Asset Manager's Report** – **TP** noted that he was continuing to update the Asset Register. He hopes to hand this task over to **SN** soon but she is experiencing problems with Excel on her laptop. **JMV** asked that she bring her laptop to a meeting for the problem to be corrected. **CB** reminded that the Office 365 licence is due for renewal soon and that it is necessary to increase the number of licences. 3

Apple devices now need the software. It is believed that the Office 365 licence conditions now allow each user to install the apps on a user's multiple devices under a single licence. **TP** will check the exact licencing conditions before renewing.

6. **Correspondence** –**AD** now has the paperwork for the 2019 Third Age Trust (TAT) AGM on 29th August in Nottingham. Anyone interested in attending, should contact **AD** for the details. **AD** informed the meeting that the Association of Essex U3As held their AGM earlier this month and the Minutes are available from her should anyone wish to see them.
7. **Members' meeting 29th May 2019** – **PK** reported that the speaker is Graham Bendall, discussing his life as a gamekeeper. He does not require a parking space or any special equipment, other than his £55 fee plus expenses. **PK** also advised that the 10 minutes speaker is Chris Buck of the Moat Park retirement village. Dawn Smith will run the raffle. **JT** has the refreshments organised and **MH** will meet and greet.
8. **New Business**
 - a) **Chair's Report** – **JMV** suggested that the AGM business at the June meeting is likely to be brief which allows the majority of the meeting to be devoted to the Speaker. The Speaker will be Tony Harris appearing in costume as Henry VIII. **JMV** will read his Chair's Report. **CB** will provide the Finance Report. Then **JMV** will announce each Committee Member in turn, giving them the opportunity to make themselves known to the members. The Committee members will not need to address the meeting other than to answer specific questions. **AD** will take any Group questions on behalf of **AB**, who will not be attending the meeting. **AD** will ascertain the precise TAT rules regarding which roles needs to be voted in by the members. **AD** also reminded the meeting that two tellers will be needed.
 - b) **Vice Chair's Report** – **AD** for **JT** reported that the meeting with Braintree U3A regarding the cluster arrangement had taken place. **AD** has circulated **JT's** notes from the meeting. Agreement had been reached on the principles of joining each other's groups. Dunmow can offer General Crafts and Mah Jong and Braintree can offer Astronomy. **AD** has identified a potential issue in that Braintree members can join a DU3A group but cannot be entered onto Beacon. This could present problems if they need to make payments. The Treasurer may need to hold these payments in a contingency fund. Any such issues arising will need to be worked through and resolved as the collaboration continues. **AD** reassured the Committee that insurance will not be an issue as these members will already be insured by TAT under Braintree U3A. **TC** reported that he has written to their Outings Organiser and is awaiting a response.
 - c) **Treasurer's Report** – **CB** had circulated his May Report and Supplement and invited questions. **CB** explained that the accounts were generally in a healthy position. He observed that funds are currently large for a number of reasons; specifically advance payments on outings, some groups having reasonable reserves, the new year's coming subscriptions, Gift Aid and the 5K reserves. **CB**

suggested that welfare funding should be increased and told Committee that small opportunities for welfare funding are possible. **TC** noted that this fitted with his Outings recommendation (to be discussed) regarding support for members assisting vulnerable members to attend outings.

- d) **CB** reported that the independent examination of the accounts had been completed satisfactorily and that £1283 has been successfully reclaimed from the latest Gift Aid submission. He added that approximately £4400 in total has now been reclaimed from Gift Aid, for which **TP** has done the majority of the work. **JMV** voiced the Committee's thanks to **TP** for his considerable work on this process.
- e) **Beacon Administrator's Report – AD** reported that a Beacon Independent Group had been recently formed to review and comment on issues to be considered for improvement in the Beacon 2 upgrade. The group had established that Finance is the main area of dissatisfaction and this is where they are seeking changes. The latest TAT newsletter had reported that they are seeking professional developers to handle the redevelopment rather than relying on their in-house team. **JRV** noted that the members' portal also showed dissatisfaction and **AD** replied that this largely concerns electronic payments. **CB** added that a meeting is scheduled next week with Braintree U3A to demonstrate to them the financial aspects of Beacon. **AD** is also showing Braintree other aspects of Beacon in July, with a view to helping them decide whether or not to adopt the system themselves.
- f) **Group Report – PW** reported that a second Spanish group for beginners has been set up with 6 members so far and 17 prospective members. The group will meet on Tuesdays at 2:30 pm at the Group Leader's house.
- g) **Outings Co-ordinator's Report – TC** discussed the two Outings reports which he had circulated. The main report proposes changes to the way in which Outings are publicised. **TC** suggests that new outings be announced in a phased way, with one or two new trips advertised each month, rather than in blocks as done currently. Outline details of each trip would be announced around 3 months in advance, stating the launch date for bookings. This would give members a new trip to anticipate every month and a shorter lead time before the trip takes place. There was some debate between Committee members about the lead time for announcing trips and **JRV** expressed concern that 3 months would not allow members to plan well in advance. **MH** reminded the meeting that details are needed for the newsletter, in order not to discriminate against members with no internet access. **PW** suggested that new trips could be announced at the members' meetings and included in that newsletter. **CB** felt that the new scheme should be tried as proposed by **TC** and it was agreed that this should proceed, incorporating the suggestion of releasing the trips at the members' meetings.
- h) **TC** also introduced the Supplementary Outings Report which outlined a clear policy to enable vulnerable members to enjoy Outings, assisted by a companion for the duration of the trip. A member willing to act as companion for this purpose would be offered a free place on the trip. **AD** had contacted Third Age

Trust (TAT) on this issue. They advised that Dunmow U3A is a pioneer in promoting this and that Safeguarding has to be the top priority. Therefore a booking should not be taken from a vulnerable member without such assistance. **JMV** noted that this should be included in the Outing Risk assessment, which must then be sent to **AD**. **AD** asked that the companion request should be gender specific. **JRV** will write a note on this practice for the TAT magazine.

- i) **PW** observed that over the last 2 years, 322 members had attended outings, which represents a significant 60% of membership.
- j) **Press Secretary's Report** – **JRV** reported that her last month's report had been included in the Broadcast. She distributed posters for the May meeting.
- k) **Speaker Organiser's Report** – **PK** clarified from **PW** that Rock Choir are confirmed for November. She asked **PW** to include this on the website.
- l) **Events Organiser's Report** – **MB** discussed final arrangements for the June Quiz night. There are currently six teams and he hopes to double that number. Hall access is needed for 6:00 pm and **PW** noted that someone needs to understand how to operate the stage lighting. A microphone, big projector and laptop are needed. **MB's** wife, **JRV**, **MH** and **JMV** will manage the food preparation. **PH** will handle scoring, assisted by **KA**. **TP** and **MB** will be runners. **MB** asked that the Quiz should be advertised on the website. **JMV** agreed to send another email on this to the membership.
- m) **Website Administrator's Report** – Nothing to report.
- n) **Compliance Officer's Report** – Nothing to report

6. Any Other Business

- a) **JMV** asked that the press report should be loaded to the website.
- b) **AN** raised a welfare issue regarding a member who had joined DU3A at the Health and Well Being Day. The member, who has Parkinson's, is having increased difficulties with mobility and has not been attending his normal activities. **AN** will raise this with **JT** to see if any help can be offered.
- c) **PK** advised that the Whitechapel Mission, who have previously spoken to the membership, are happy to receive a small party of around 15, to visit the mission. **AD** will look into this to determine whether it could be run under the London Walks group, and will discuss the matter with **AB**.
- d) **MP** updated the Committee on his investigation so far on the Communications project. **MP** has found that the task is considerably larger than first envisaged. He circulated a paper outlining the stages of the task. Stage 1 is to determine 'Where we are now', with a targeted completion of end September. Stage 2 is 'Where we want to be' which will involve discussions with other U3As, and agreement on what could be done and what is achievable. This Stage has a targeted completion of the end of the year. Stage 3 is 'How we get there' which will continue throughout 2020 and culminate in an agreed plan for consideration.

- e) **PW** said that the Thaxted Disabled Club hire the Uttlesford minibus to enable members to attend their meetings. Members book to travel. They have a permanent core of members who travel each time but they also allow for revisions to their main schedule. The club pays for the minibus and charges a minimal fee to the members. **PK** noted that this would help to alleviate the parking issue. **AD** suggested checking with the groups already using the minibus. It was agreed that **JMV** would send an email to members on this topic. **MH** will include this in the newsletter. **JMV** suggested that **PW** discuss this with **JT** and that it should be included on the agenda for the next Committee meeting.

- f) **JMV** told that the meeting that **AN** is resigning from her role as Minutes Secretary and Policy Document Manager, after 4 years in this role, as from end June. **JMV** offered a vote of thanks to **AN** for her work over this period. **JMV** has advertised for another member to take over the role and is pleased to announce that a suitable replacement has been found. **AD** will discuss with her whether she will include the Policy Document in her role.

Date and time of next Committee meeting – Wednesday 19th June 2019, at 9.30 am, at the Hub, Dunmow.

Signed Chairperson Dated