



## Dunmow U3A (and surrounding area)

Minutes of meeting of the DU3A Committee held on Wednesday 19<sup>th</sup> February 2020 at 09:30 at the Hub, Gt Dunmow

### PRESENT:

Jane Tadman (JT)	Chair
Carol Yarwood (CY)	Treasurer
Kathryn Archer (KA)	Secretary
Terry Parker (TP)	Membership Secretary & Beacon Administrator
Peter Watson (PW)	Web Administrator
Rosemary Jensen (RJ)	Groups Co-ordinator (ACM)
Mike Best (MB)	Events Manager
Marilyn Hammond (MH)	Newsletter Editor
Colin Bradley (CB)	Treasurer Support
John Versey (JV)	Vice Chair
Maurice Pannell (MP)	Communications
Derek Jones (DJ)	Outings admin
Jenny Salisbury (JS)	Welfare
Lyn Fitzgibbon (LG)	Minutes Secretary (ACM)

### ACTIONS & agreed

**Apologies for absence:** Jenny Versey (JV), Amanda Brown (AB), Pat Kelly (PK), Terry Cash (TC), Pat Jones (PJ).

### Minutes of the Committee Meeting held on 22<sup>nd</sup> January 2020

Minutes were signed as a true record.

### Matters arising not on the Agenda

6i. MB confirmed that the Christmas Party would be held on Wednesday 16<sup>th</sup> December at Rowena Davey Centre.

Mike had also researched gazebos. a) a Coleman at 14ft square and costing £229 + £30/each wall. (This the strongest and will not tear.) b) easily erected at 12ft square costing £100 + £15 per wall. c) a dome shelter with 2 mesh sides. Mike recommends the first option. The pitch size at the Carnival is 12ft x 12ft. CB suggested giving MB a budget of £350 to buy a good one with the Dunmow U3A brand. Both JV and DJ said they possessed gazebos which could be used. To continue.

JT then welcomed Jenny Salisbury who has offered to join the committee as Welfare Officer. She told us a little about herself: she has been a resident of Dunmow for 15 years; was a special services librarian; managed library services and dealt with HR issues, Safeguarding. She is currently training as a Lay Minister, sponsored by St. Mary's Church. Welfare Officer is a Trustee position. All full members of the committee agreed her appointment.

**Agreed**

### Arrangements for next General Meeting

Feedback from last general Meeting: reserving front row seats was welcomed by several members.

“Love Essex Not Plastic” –

we need a poster for this campaign and reminder to bring own cups to the General Meeting. PW suggested buying and branding cups for members to buy. He will not be at next week’s meeting. JV will set it up. A member, John Stanley, complained that the “loop” system seemed to be not working. Ask the council to repair.

PW  
JV

PW needs the projector etc for 28<sup>th</sup> February, and Astronomy Group need it for 5<sup>th</sup> March. MB will take charge after the meeting.

PW

The speaker only requires a glass of water; there is a 10 minute speaker too.

MB

### New Business

**A Chair’s Report:** JT advertised the posts of Welfare Officer and assistant to the Outings Officer. Derek Jones has agreed to be Outings Administrator/Co-ordinator and will take on the financial side. at Jones to be Asst Outings Co-ordinator. Both are Committee Support not Trustees.

KA will organise the formalities.

b. **Leaflet/Magazine:** there are no names on present leaflet. Suggest that alter “current groups” to a “selection of groups”. How many do we need and are we having the leaflets professionally printed. JV to obtain quotes.

KA

Annual magazine.....do we need to do it again? JV reminded us that the original grant from the Airport was for £2,000 for a Newsletter and there is still £600 remaining. Could alter the format as it is a celebration of the annual happenings. Perhaps we could have small adverts from local businesses to help with cost. RJ wondered if there was enough information from the groups. MP told us that out of 203 responses to the questionnaire 88 knew about the magazine, and were happy with it; 33 did not know about it; 4 were not happy with it and 77 did not answer the question. It therefore needs further advertising and circulation. Some members were looking at it, then returning it. CY informed us that finance would have to come from Reserves until it became self- financing.

JV

Proposal ... do it for another year and review.

Have a working group to organise the magazine.

CB to liaise with CY on how to spend the remaining grant money.

Agreed  
Agreed  
CB/CY

c. **Welfare Proposal:** we have a risk profile and risk assessments. The Zumba health questionnaire has been scrapped as not fit for purpose. A generic health questionnaire is proposed for activity groups Some members take on activities who have eg insulin treated diabetes. Blood sugar levels could fall during activity. JV stated there was already a caveat:- the member takes part “at own risk”, and signs a form. The member has responsibility to inform of any health changes. MB said “he was responsible for guiding walks not health questionnaires”. CB was not satisfied that Safeguarding was as it should be, and would like to meet with JS to discuss. There was much debate. DJ asked where the completed forms would be stored. JS felt a form was necessary. KA and JV thought that every member should fill in a questionnaire at joining or renewal of membership. Third Age Trust cannot give any advice. JS said that members can refuse to give the information. Attendance at each group “at own risk” should be at the top of the application form. Welfare Group to

discuss further and subject to be on agenda of the Group Leaders Meeting being held on 7<sup>th</sup> March.

d. **Treasurer's Report:** this had been circulated. CB recommends the second budget option be adopted. This was agreed unanimously. The amount (£100) for Welfare is for sending cards etc to members who are unwell or bereaved. Question about reimbursing members on failure to reach theatre etc. Are we legally obliged? TAT was not helpful; TC asked Don's, who said as we were regular users of their company it would not be a problem; PW to ask solicitor at Rotary. We need legal advice. Perhaps there should be a disclaimer on the application form. CB said that if the show is cancelled the theatre has no obligation to reimburse. CY will ask a travel agent and Don's again.

**Agreed**

**PW**

**CY**

e. **Beacon Administrator/ Membership Secretary's Report:** statistics for next year ....211 members so far.

Beacon has been handed over to CB and TP will stand in when necessary.

f. **Asset Manager:** nothing to report.

g. **Communications Report:** the laptop has been purchased. MP has suggested a way to track its whereabouts, by a mechanism set up by email. This has been circulated to the Committee and will also be circulated to relevant Group Leaders.

The full analysis of the questionnaires will be hopefully available at the March meeting. MP has received 203 general responses and 50 from outings. He was given more at this meeting. New groups suggested were, languages, fitness, dance (ballroom and Indian), outdoor pursuits, social interaction ie lunch /supper /coffee mornings, music....guitar, ukulele, music appreciation. Bring to General Meetings, as will require leaders.

g. **Group Co-ordinator's Report:** the Patchwork and Quilting Group have booked St. Mary's Rooms as their venue.MH asked that groups do not change time of day for their meeting, as this could affect other groups adversely. If a Group Leader cannot attend the Group Leaders meeting please send a deputy. Risk profile and assessment form not yet on website. Required before meeting.

**PW**

i. **Event Organiser's Report:** March concert at Helen Romanes School:- as yet only 13 tickets sold. To sell at next week's meeting. Help is required : 2 people to run the bar from 6.45 to 7.30pm and 8.30 to 9pm. Ask at next week's meeting for volunteers. MB said that the hall needs to be paid for next week and the band needs cash on the night. MB also requested help from the committee. There are posters for around the town.

### **Any Other Business**

Spare laptop is in MP's loft. What to do with it?

CVSU contacted JT about setting up a meeting to discuss the West Essex/ East Herts Health merger. Date March 25. JT to email membership re invite.

National U3A Day on 3<sup>rd</sup> June ...AB would like ideas and support for this event. CB will help. JS informed us that there is a room available adjacent to Wade and Davies Solicitors, which can be used free of charge. The location is excellent as in centre of town. JT to inform AB

TP said there is no issue with Beacon and Windows 7.

**JT**

Please could John Stanley, second Wine Appreciation Group Leader and Marilyn Hammond, Nature Walk Leader be added to Beacon.

Essex Association Meeting on 15<sup>th</sup> May in Chelmsford...JS to attend and will give cheque. For annual subs.

There is a need for more group leader training.

**JS**

Advertise in the "Fitch Trial" programme. It was agreed that this should be a half page at a cost of £200. PW to do.

**PW**

Date of next Committee Meeting is Wednesday 18<sup>th</sup> March at 9.30am at the Hub.

The meeting closed at 11.40am.

Signed by:

Date:

