



## Dunmow U3A (and surrounding area)

Minutes of meeting of the DU3A Committee held on Wednesday 22<sup>nd</sup> January 2020 at 09:30 at the Rowena Davey Centre, 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
Pat Kelly (PK)	Speaker Organiser
Terry Cash (TC)	Outings Co-ordinator
Lyn Fitzgibbon (LG)	Minutes Secretary (ACM)

### ACTIONS & agreed

1. **Apologies for absence:** Jenny Versey (JV), John Versey (JMV), Amanda Brown (AB), Maurice Pannell (MP) and Colin Bradley (CB)

#### Minutes of the Committee Meeting held on 20<sup>th</sup> November 2019

Minutes were signed as a true record.

#### Matters arising not on the Agenda

6b. Jane had requested that a Welfare headline be put at top of page on web site. Decided it would be better placed as a link on the welcome page.

Agreed

#### Arrangements for next General Meeting

Peter Watson will put on a rolling display of activities to include the March Concert and the new Short Walks Group starting in March.

PW

There will be a 10 minute slot for a representative of St Clare Hospice to talk about fundraising.

Jane Tadman wondered whether the members should be asked to bring their own cups for refreshments in line with the "Love Essex Not Plastic" Campaign. This was agreed and Jane will make an announcement at the meeting.

JT

Apparently we have about 1,000 polystyrene cups available. The plan is not to order anymore.

Suggested the next month's speaker should be advertised in the newsletter.

MH

The Outings questionnaires will be available at the door, to be filled in and handed in at the end of the meeting.

Reserved seating at the front for the hard of hearing etc.

Need to check whether chairs need to be stacked at the close of the meeting.

There will be a whist demonstration during the interval before the main speaker.

## **New Business**

a. **Chair's Report:** Jane Tadman proposed Rosemary Jensen became a trustee. **Agreed**

Most of the committee have met with Jane to discuss their roles. She is proposing that the term "associate committee member" is replaced by "committee support" and listed on the web site as such. **Agreed**

Colin Bradley is to take on Beacon Administrator and Compliance in addition to Deputy Treasurer. Terry Parker is to continue with Membership, and for now, with Asset Management. John Versey is to continue as Vice Chair. A new Vice Chair is required. **CB**  
**TP**  
**JV**

Amanda Brown is to take on refreshment rota in addition to being Project Lead for National U3A Day. Pat Kelly to assist. **AB**  
**PK**

Terry Cash, Carol Yarwood and Jane Tadman held a meeting about outings. An Outings Assistant is needed to assist with the workload e.g. to take the monies and bank it. JT will advertise, along with the Welfare Officer post. **JT**

JT has received an email from Estate Planning Solutions, who are willing to give a talk on Lasting Power of Attorney, Wills Trusts etc. Maybe for the 10 minute slot and stay for enquiries during refreshments or maybe a workshop. Jane to ask members at the meeting if this is something they are interested in. **JT**

Friends of Fritch Way are also keen to give a talk .PK to contact them. **PK**  
Bishop's Stortford College have a Festival of Literature from 7-14<sup>th</sup> February.....should we advertise this.....on the web site.

b. **National U3A Day:** Amanda Brown is Project Lead. The date is Wednesday 3<sup>rd</sup> June. Ideas are needed to showcase our U3A. People possibly wearing blue and yellow polo shirts with U3A logo (if funding can be identified) to be at Tesco, the library and maybe Market Square. **AB**

c. **Dunmow U3A Policy:** Colin Bradley has rewritten the finance sections of the policy to be aligned to TAT. The new, draft policy was issued to the Committee for review.

CY proposed a £5000 cap should be in place for advance ticket sales. **Agreed**

TC wanted to know if due to unforeseen circumstances, ( motorway closure, major incident etc), are we liable to refund members' money? Perhaps put a disclaimer on the application form. If we are morally obliged to refund it could be as much as £2-3,000. We need to seek advice. Kathryn Archer will ask TAT; Terry Cash will ask Don's; and Peter Watson will ask local solicitor. **KA**  
**TC/PW**

2.5% Levy has been temporarily stopped but remains in policy to be reintroduced if required. **Agreed**

Ring fence surplus money in Social Account to be used if absolutely necessary to cover unforeseen circumstances on outings. **Agreed**

Internet banking is in place. Expenses forms to be changed for BACS details. **CY**

Changes to policy : Kathryn Archer will do this time only, but we need an administrator going forward. **KA**

d. **Essex Association Report:** see email.

e. **Treasurer's Report:** the format of the summary has been altered. Next year's budget will be available next meeting. Pat Kelly asked if the speakers'

budget could be raised to £1,200.

f. **Communications Report:** see email. Hope to finish after the January meeting, we need to use Social Media more, also advertise concerts etc in "What's on in Dunmow". For discussion at the March meeting, when all questionnaires should have been analysed. We probably need a communications team.

In Beacon, there is the ability to see that people have received and read emails.

g. **Beacon Administrator/ Membership Secretary's Report:** We have a total of 571 members, with 11 new ones. New forms will be emailed out in the next few days.

Beacon: JT emailed TP that if using Windows 7, data protection could be hacked!!! Frank Bailey, to be asked if there is any problem with using Beacon and Windows 7.

h. **Group Co-ordinator's Report:** the Patchwork and Quilting Group have cancelled their Foakes Hall venue as it is too expensive for the small group. They need a new venue, possibly Rowena Davey Centre.

Jane Tadman is stepping down from leading the Nature Walks, but may continue with admin for the time being. Creative writing is looking for a new leader.

The agenda for the Group Leaders' Meeting will be emailed 2 weeks prior to the meeting.

i. **Event Organiser's Report/ Feedback from Christmas Party:** the cost was £650 and food was excellent if possibly too much. Do we want another this year. Agreed it should be the same venue and possibly lunchtime. Date:- Wednesday 16<sup>th</sup> December.

**Rock Music Concert to be held on Saturday 14<sup>th</sup> March at Helena Romanes School from 7.30-10pm**, with an interval at 8.30 for 30 minutes. There will be a bar with beer, wine and soft drinks. Also there will be an option to dance if wanted. Costs are £500 for the Beaucrees and £120 for the hall. Agreed tickets £10 each. Maximum people 120. No raffle this time.

Fritch Trials:- agreed no U3A presence.

Carnival:- usual display.

Rosemary Jensen asked whether we should buy our own gazebo and polo shirts to advertise. Mike Best will enquire about gazebo, and Jane Tadman about shirts.

**MB/JT**

### **Any Other Business**

Peter Watson reminded us that the web site needs updating for Group Leaders.

Storage of DU3A laptop etc. Needed by Astronomy, Photography and General Meetings. Needs to be liaison between these groups.

Rosemary Jensen suggested we display magazines brought in by members at general meetings for people to take home with them.

Pat Kelly said there had been a few enquiries about the Mary Quant Exhibition on 21<sup>st</sup> April at the Textile Museum.

Date of next Committee Meeting is Wednesday 19<sup>th</sup> February at 9.30am at the Hub.

The meeting closed at 11.35am.

Signed by:

Date: