



Dunmow U3A (and surrounding area)

Minutes of meeting of the DU3A Committee held on Wednesday 20th November 2019 at 09:30 at the Hub, Stortford Road, Gt Dunmow

PRESENT:

Jane Tadman (JT)	Chair
Carol Yarwood (CY)	Treasurer
Kathryn Archer (KA)	Secretary
Colin Bradley (CB)	Assistant Treasurer
Terry Parker (TP)	Membership Secretary & Beacon Administrator
Peter Watson (PW)	Web Administrator
Rosemary Jensen (RJ)	Groups Co-ordinator (ACM)
Carole Potter (CP)	Welfare Officer (ACM)
Mike Best (MB)	Events Manager
Maurice Pannell (MP)	Communications Reviewer (ACM)
Lyn Fitzgibbon (LG)	Minutes Secretary (ACM)

ACTIONS & agreed

- Apologies for absence:** Jenny Versey (JV), John Versey (JMV), Terry Cash (TC), Pat Kelly (PK), Marilyn Hammond (MH), Amanda Brown (AB), Shirley Newby (SN).
- Minutes of the Committee Meeting on 23rd October 2019**
 - A report will be given at January meeting on the Essex U3A Conference. Will ask about any upgrade to Beacon. CB
 - Updated document to be brought to January meeting.
 - Shirley Newby has a new job, and will not be able to continue as asset manager . Terry Parker is happy to continue. TP
 - Further enquiries about an electronic terminal for outings payments to be made. CY
 - Mixed reactions with some complaints received about the yellow and red cards.
A change to minutes 6c to include TC and CY as names on debit card.
Minutes were signed as a true record after alteration.
- Matters arising not on the Agenda**

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4. **Arrangements for General Meeting 27th November 2019**
Peter Watson will arrange the collecting buckets. PW
There will be a short film on the Rock Choir's chosen charity.
Programme order: normal slide show, announcements, film, tea break then the concert. There will be displays from the Flower Arranging and Quilting groups.
5. **Correspondence** – none
6. **New Business**
- a. Chair's Report - JT**
JT is progressing with the job roles and will aim to meet with every committee member before the January meeting. JT
National U3A Day: AB has volunteered to chair a working group. This day is to promote awareness. Third Age Trust have a Facebook page which could help. AB
Suggested that the group should be made up of 50/50 committee and members. PW and CB volunteered to join the working group. JT/AB
- b. Welfare / Inclusiveness subgroup - JT/ CP**
Inclusivity Guidelines: guidelines distributed at the meeting along with a risk profile and risk assessment tool. The Welfare Officer will keep all personal risk assessments under lock and key.
The risk assessment form will be made available on the web site, as the general one is already and RJ will inform group leaders that it is available. RJ will add risk assessment to group leaders agenda in March. Agreed
Suggested there be a Welfare page. RJ
MB queried necessity. CB said it was covering all trustees and members of our U3A. JT said that we have to ensure we safeguard our members. Agreed
It was suggested that the first 2 rows of chairs in the hall at General Meetings should be reserved for members with hearing, vision and mobility problems. This will be trialled in January and announced at the November membership meeting. Signs will be needed to place at the end of these rows. JT to ask JV to do. JT/JV
- c. Treasurers Report- CY**
Report circulated to committee prior to meeting.
Tickets have been bought for the show, "Only Fools and Horses".
Some discussion about membership fee and TP recommended be kept at £13. Agreed
- d. Beacon Administrator / Membership Secretary Report TP**
Report circulated to committee prior to meeting.
There have been 122 new members and total stands now at 571. A new application form has been designed needs feedback. This can be used from January. TP will send early for PW to put on web site. TP/PW
Agreed not to offer half price membership. Agreed
Agreed to start membership renewals from January. Agreed
There are a few issues about logging in to Beacon, but are low level problems.

e. Asset Management TP nothing to report.

f. Communications Report MP

Report circulated to committee prior to meeting.

Questionnaires have been distributed to Group Leaders and MH has sent 22 letters (1 response). MH will also give out and collect them at the General Meeting. MH

About 100 replies expected - 20% of membership - This was thought to be an acceptable return. Agreed

Hopefully will have result by March. KA

KA is attending a social media course next week – will report back

Web site possibly needs updating. PW confirmed we use template from TAT. Agreed

Upgrade purchase cost for SD card is £49.95 for 256GB per laptop.

New Laptop: a permanent companion to the projector. £484 + add-ons; Agreed/MP
£620 better graphics, warranty. MP to purchase the £620 laptop and upgrades

MP/TP to discuss obtaining Office 365 licences. TP/MP

g. Group Coordinators Report - RJ

Report circulated to committee prior to meeting.

The Astronomy Group: as there were technology problems for last 3 meetings, it was suggested that the fees paid for the present term would be carried forward to next term and U3A equipment will be used. Agreed

Luncheon Group: it has folded at the moment; a new (maybe younger) leader is required.

Whist group: there are only 8 members at present but broke even. They are continuing.

h. Outings Co-ordinator Report - TC All going well.

The outing to the Model Engineer Exhibition is low on numbers, so has been opened to Braintree.

i. Speaker Organiser's Report – PK nothing to report.

j. Event Organiser's Report – MB

Christmas party: 45 tickets given out at last General meeting. Will be available at November meeting. May be 80+ and committee members. Agreed/ALL

MB asked that the Committee could arrive at 1:45 to help set up.

Wear Christmas jumpers. There will be an informal quiz which can be done in teams or couples. MB

MB to check if there will be Christmas decoration at the Day Centre MB

MB will read out questions. CB/LF

CB has a DVD player and LF has music.

Food is being provided by the cook at the centre and drinks will be available.

Gluten free, dairy free, vegetarian and vegan options were requested to be available. A hamper has been organised by Shirley Newby for prize winning entrance ticket. SN

k. Website Administrator Report – PW Nothing to report

7. **Any Other Business**

Committee Christmas lunch - Suggested either Wednesday 18th December or Wednesday 22nd January after the next committee meeting. KA to organise.
CB informed us that at the CVSU AGM last week KA was made a trustee.
TP advised us that he is having difficulty logging in to Office 365. It is still in the name of previous Beacon Administrator. Needs to be changed.
KA advised the venue of the January meeting will be the Rowena Davy Day Centre and will remind Committee nearer the time.

KA

KA

8. **Date and Time of Next Meeting**

Next meeting will be Wednesday 22nd January 2020 at 09:30 at the Rowena Davy Day Centre (Dunmow Day Centre).

Signed: Chairperson

Date: