



Dunmow U3A (and surrounding area)

Minutes of meeting of the DU3A Committee held on Wednesday 23rd October 2019 at 09:30 at the Hub, Stortford Road, Gt Dunmow

PRESENT:

Jane Tadman (JT)	Chair
Carol Yarwood (CW)	Treasurer
Kathryn Archer (KA)	Secretary
Colin Bradley (CB)	Assistant Treasurer
Terry Cash (TC)	Outings Co-ordinator
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)
Pat Kelly (PK)	Speaker & Raffle Organiser
Marilyn Hammond (MH)	Newsletter Editor (ACM)
Mike Best (MB)	Event Manager
Shirley Newby (SN)	Fixed Assets Manager/Event Assist (ACM)
Maurice Pannell (MP)	Communications Reviewer (ACM)
Amanda Brown (AB)	(ACM) Without Portfolio

ACTIONS & Agreed

1. Apologies for absence: Jenny Versey (JV), John Versey (JMV), Lyn FitzGibbon (LF)
2. **Minutes of the Committee Meeting on 18th September 2019**
A change to the minutes on page 3e changed to Ken Bertram
Minutes were signed as a true record after alteration Agreed
3. **Matters arising not on the Agenda**
None
4. **Arrangements for General Meeting 30th October 2019**
JT will not be at the meeting; CB will deputise if JV is also not in attendance.
The committee would like the screen in place, PW will need content. Patrick Whittick (CVSU) are going to have a SMART table for a technology display.
There will also be a wreath for Remembrance Sunday and a Remembrance Book if anyone wishes to sign it. PW will lay the wreath for the organisation on Remembrance Sunday. It was mentioned that the putting out of chairs needed to be confirmed with the Town Council with the Caretaker still on leave and that the mikes were put out for U3A use. PW
KA
The refreshment team were short of volunteers – CP would help with teas this month, but a system of known volunteers needed to be set up.
AB's suggestion to have yellow and red cards for the speakers to know when to

finish has been adopted and the cards ready for use, JV to bring to the meeting.

JV

5. **Correspondence – KA**

Member Lucy Myers put forward her intention to represent DU3A as a Trustee on the Alexia Wilson Trust. TAT would like the committee to send out a survey to a randomly selected number of members – just 25. PW is to let the membership know this is happening by putting details on the website

Agreed

Agreed
PW

6. **New Business:**

a. **Chair's Report**

Going to be away visiting family but will be contactable via email.

Friday 22nd November is the Essex U3A Conference and it would be good to have representation.

CB

Looking at Job Roles has started and is going well, when finalised these will go on the committee part of the website.

PW

TAT want to have a National U3A Day which is scheduled for 3rd June 2020. This is volunteer week and a sub-group could organise with other organisations.

Agreed

b. **Inclusiveness/Welfare sub-group - CP**

This sub-group are making good progress and will report back at the next committee meeting. CB requested to be invited to the group which was agreed. AB has been looking for training and found both Dementia Awareness and Mental Health Awareness half day workshops which our members can take part. Agreed for January.

JT

AB
Agreed

c. **Treasurers Report – CY**

Report had been circulated to the committee members before the meeting. No money has been spent since the last committee meeting. CY needs to be added to the Charity and Social account as an Account Controller.

Agreed
Agreed

CY is also keen to move to internet banking and has suggested TSB.

Possible hurdles to overcome with internet banking and outings but must be achievable. CY would like to review the finance policy template from TAT as there are ideas which could be added – help needed.

CB

d. **Beacon administrator/Membership Secretary Report - TP**

A report had been circulated to the committee members before the meeting. TAT have informed the membership that there will be an upgrade to Beacon and have appointed a team to do the work. This looks like being a complete rewrite of the Beacon system not just an upgrade. They have issued a video from the national conference which both CY and TP have watched. TAT had asked us for ideas some months ago which did go forward to TAT, TP to ask AD what was sent. JT asked CB to ask other U3A groups about the upgrade when he goes to the Essex conference, CB made the observation that there won't be commonality on how other U3A's are using Beacon. TP will continue to be our point of contact.

TP

CB

Membership

- A report had been circulated to the committee before the meeting. Membership continues to rise now at 566 from 449 at renewal of membership date. Last year from December only 6 people took up the offer of paying half the fee before the renewal date. CY
- A discussion on the membership fee next year resulted in CY bringing figures to the next committee meeting for a decision. It must be remembered that fees to TAT will be based on our highest membership this year. TP has revised the membership form for next year with gift aid and GDPR and has been asked to add: Where did you hear about the DU3A and what skills have you to share? The form needs to be kept to one A4 sheet. It was suggested that Internet payments could cause problems for paying membership fees. TP
- e. **Asset Management - SN**
SN is still waiting for a working computer and training on excel to be able to take on the role of Asset Manager. All assets are logged. CB
MP
- f. **Group Co-ordinator's Report - RJ**
Report had been circulated to the committee before the meeting. Bookings need to go through CY as Treasurer to be signed off copied to RJ. A Group Leaders meeting has been scheduled for Saturday 7th March and all the committee members are expected to attend.
- g. **Outings Co-ordinator Report**
An outings questionnaire had been circulated to the committee before the meeting. Responses from the questionnaire have so far reflected that members want an easier way to pay for outings. TC would like to pursue the use of a terminal to make electronic payments at the general meetings. PW to get information of affordable terminals to CY. PW
- Letter proposed to go out to the membership re a companion headed 'Can I take a friend' had been circulated to the committee for feedback. It was thought that the project was a good one worth pursuing but fraught with possible flagrances and needed the ends being tied tighter. Further discussion required. Welfare sub-comm
- KA had been in touch with TAT to confirm the insurance details and the committee were confident that the Trustees were covered if wanting to go ahead with members needing companions who were not U3A members. Policy to be changed to reflect that only non-members who are intending to join U3A can attend as guests for a maximum of two trips. KA
- h. **Speaker Organiser's Report**
Speakers for the next general meeting had been advised that we would be using the yellow and red indicators so that speakers would know when their time was up. Especially to be used for the 10 min speakers. There were no problems with speakers accepting this proposal.
- i. **Event Organiser's Report – MB**
A date for the Christmas Party has been set for Tuesday 10th December to start at 14:30 at the Rowena Davey Centre, the cook at the Centre has agreed to produce a buffet with lots of sweet as well as savoury

offerings. Drinks will be tea, coffee and mulled wine both alcoholic and non-alcoholic. There was much discussion about how many tickets should be printed. A 100 numbered tickets will be printed and members asked to only take on if they are sure they will be attending as this is a free event it could be popular and we want all the tickets to be used. The general meetings of October and November will see tickets being given out on a first come first served basis, the committee will not be counted in the ticket provision and there will be a prize for a lucky ticket number. During the afternoon there will be a Christmas Quiz – TC offered to supply the quiz questions.

TC

j. **Communications Reviewer – MP**

Communications Questionnaire:

A draft of a questionnaire had been sent to the committee before the meeting. This is to be filled in by the membership as part of the communication review, circulated via the Group Leaders. Copies of the questionnaire were given to those committee members who also lead groups. Copies would be given out at the general meeting and posted to those members without email who don't come to the meetings.

MH

Laptop Status

Two reports had been circulated to the committee members before the meeting on the status of laptops owned by DU3A. Three of the older laptops need to be cleaned and replacement of the hard disk to a solid-state disk was recommended, costing £40-£50 per machine. It was advised that software could be purchased at a reduced rate for Charities. Windows Defender antivirus software for windows 10 is adequate security. One of the laptops will be given to SN to keep records of the assets. The Art groups have shown an interest in having one as well as Family History. The Photographic group need a better machine costing £650-700 which could be purchased with the grant money – a decision on this was deferred to the next meeting.

MP

CB

7. **Any Other Business**

AB had asked if the committee wanted to formalise their relationship with the Town Council. This would mean that a Town Councillor would come along to the meetings and give a report to the Full Council during the Town Council meeting. It was felt that there was already a problem with too many committee members attending the committee meetings and so this was deferred until the right number of committee attendees could be achieved.

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

Next meeting will be Wednesday 23rd November 2019 at 09:30 at the Hub, Gt. Dunmow.

Meeting finished at 11:45

Signed: Chairperson

Date: