

**MINUTES OF
ERU3A COMMITTEE MEETING HELD ON MONDAY 12 FEBRUARY 2024
AT 1.30PM IN EASTWOOD HEALTH CENTRE**

Present: Marbe McNeill (Chair), Roy Bryce, Allison Kershaw, Robert Humphries, Susan Bulleid, Ann Scott, Mary Fyfe (Secretary), Shirley Thorogood, Avril McAllister

		Action
1	WELCOME	
	MM welcomed everyone to the meeting.	
2	APOLOGIES	
	No apologies.	
3	MINUTES OF PREVIOUS MEETING	
	The Minutes for January 2024 were accepted as an accurate record of the meeting.	
4	MATTERS ARISING	
	There are no matters arising which are not covered elsewhere in the Minutes.	
5	CORRESPONDENCE	
	<p>MF briefed the meeting on the following correspondence received during the last month:</p> <ul style="list-style-type: none"> • An email has been received from the Market Place at The Avenue in Newton Mearns asking if ERu3a would like to place an advertising poster in their premises to encourage membership enquiries. MM will drop off an A4 poster and some leaflets. • Online workshops: Several workshops are planned for the coming days including Interest Groups Matter, Equality, Diversity and Inclusion and Contingency Planning. • Information has been received related to a Pilot Scheme on Communication. AK reported a Questions and Answers session will be held at the SGM in March. • A system has been suggested to allow individual u3a groups in Scotland to exchange details of good speakers within the local area. AK reported she had emailed all u3a groups in Scotland, but only Lerwick responded (they have 20 members). Dingwall did express an interest though. MM reported details that with the speakers' permission, details have been exchanged with BAM u3a group. AK commented this is good practice and should continue. 	

		Action
	MM reported on an email received from Lillas Dunlop intimating her intention to resign from ERu3a Committee. Lillas has been an excellent Committee Member, in particular her work on Compliance and Speaker bookings has been hugely appreciated.	
6	UPDATES	
(a)	<p>Beacon</p> <p>AK reported no issues with Beacon. Surprised to learn we should be carrying out a monthly download which is to be kept externally, and this has now been carried out.</p> <p>AK queried if ERu3a members should have access to the addresses of other members? Due to GDPR guidance this should not happen and appears to be a weakness within the system. The issue requires further discussion.</p>	
(b)	<p>Website</p> <p>RB reported no issues with the website. The new WordPress system should be available later this year.</p>	
(c)	<p>Group Coordinator</p> <ul style="list-style-type: none"> • Conversation French group now meets in the Iona Room, Broom Church. • French Level 1 are due to move to Mearns Library IT Suite in February. • Discussion Group to move from Clarkston Library to Mearns Library. • Andrea Jones has agreed to facilitate the ETA group when IM steps down. • Jane Miller & SB will co-facilitate the SCD group when CW leaves the area. • Trustees Insurance excess can be up to £5k, so this amount should be ring fenced in our bank account. Copy policy issued to all Facilitators with latest edition of Beacon news. • For security no email addresses should be shown on our webpage which has public access. RB has removed all the email addresses and created a new contact form with various options who to send the query to. • Pop Up Glass Fusing class tbh on 29th February. 	

	Action
<ul style="list-style-type: none"> • Photography group went to the Thorntree Hall in error. The janitor allowed them to meet there, but all future meetings will be held in Mearns Library. • The ASDA Community room is available again but not on Fridays, as it's the Community Officer's day off and she must be present whilst the room is being used. • S&T group were unhappy that the lectern had been removed from NMPC. Discussed with MM and agreed that the facilitator could buy a new lectern from Amazon approx. £30. • Spanish Improvers have moved from Clarkston Library to Clarkston Hall. • A new Conversational Italian Group started up by KW. The group will meet in the ASDA Community Room at no charge to ERu3a. • Someone mentioned that ERC are involved in creating a new meeting venue at Crookfur Cottage Homes. However, the booking dept are unaware of this but will let us know if this space is available in future. • LDunlop advised me that as she has resigned from the Compliance Officer position, I should update the Disciplinary & Grievance procedures. Although I did not volunteer to do this, both policies have been now been revised and emailed out for approval, prior to the weblink being changed. The backup memory stick will be forwarded to the new Compliance Officer. • Mix up at ERC – Italian Bookings moved, only for an apology to be issued and the bookings returned to the original venues. • Thanks to AM for a running a very successful pop-up Calligraphy group. • Attended the Keeping it Legal course – very good and interesting. • Site Builder T&C now issued. £50 pa. • Saturday Together group is now full. • Keep Moving group cancelled 22/1/24 as instructor had a puncture. • History Group has folded due to lack of numbers. David Johnson thanked for facilitating this group for 15 years. • Yoga cancelled on 29/2/24 as the instructor will not be available. Room booking has been cancelled. • Ukulele Room booking at St Andrews Church cancelled on 14/2/24. 	

		Action
(d)	<ul style="list-style-type: none"> Walkie Talkies – Elaine Greaves to co-facilitate this group with BM. Beacon access sent. LDunlop sent the bill for the Clarkston Large Hall booking on 6/2/24 to settle from the HatWalk account. This booking was made by others without AK's knowledge. ERC have been reminded that only AK can make ERu3a bookings. 	
(e)	<p>Treasurer's Report AS commented no significant points to report. A slight increase in room rental costs against this time last year, but several venues have increased their costs.</p> <p>Membership Secretary RB reported the current membership is 592 which includes 10 new members.</p>	
7	FACILITATORS' MEETING	
	Due to the September AGM, suggest delaying Facilitator Lunch to October. A decision to be taken on dates, and suggestion is either 21 or 28 October.	
8	MONTHLY MEETING	
	This month's speaker is Brian Young and the talk is The Roman Campaigns of Scotland. In SB's absence, AS will be Meet and Greet.	AS
9	HATWALK UPDATE	
	Guests will arrive from 1.30pm. SB will be at the door to direct guests to the Cloakroom. As the models will be moving around the tables, it is essential that no coats are over the back of chairs to reduce the risk of anyone tripping. The ukulele group will be playing while everyone is being seated. There will be a welcome speech at 2pm. Hospitality will begin serving at 2.20pm and at the same time models will be circulating in between tables with their creations. Gill Busby will give an amusing and informative commentary.	
10	AOCB	
(a)	There will be a u3a Scotland AGM on 11 June, and an opportunity for all Glasgow Chairs to meet.	
(b)	In response to the query about whether we should be added to the Community Hub on East Renfrewshire, it was agreed that although we are already on the list of activity groups on East Renfrewshire Council's website, this link was not necessarily obvious and it would therefore be useful to have a link on the ER Community Hub.	
(c)	SB will assume the role of Compliance Officer going forward. The back-up memory stick has been passed to SB	

		Action
(d)	There was brief discussion on entertainment for the AGM in September. One suggestion was 'Guess the Object', with photographs of items which members would discuss and solve. Further discussion will be given to this item in future Committee meetings.	
(e)	AK reported that ERC have asked for sight of ERu3a's H&S Policy. AK will draft this using an online template and circulate to Committee members.	AK
(f)	Following the misprint in East Renfrewshire's Community magazine, MM email all members reminding them of the correct date for the monthly meeting in February.	MM

The meeting closed at 3.10pm.

The next Committee meeting will be held on Monday 11 March 2024 at 1.30pm in The Oak Room, Eastwood Medical Centre.

Signed Date 19/02/2024.....