



Elgin and District

Minutes of Committee Meeting on 28th May 2024
Elgin District Ex-Services Club 11am – 1pm

| No | Description | Action | Status |
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| 1 | Present: Steve, Robert, Caroline, Joan, Kate I, Eileen, Kate H, Sheila, Karen Apologies: Duncan, Judy, Claire, | | |
| 2 | Approval of Minutes: The minutes of the committee meeting held on 5 th April 2024 were approved and duly signed by the Chair. | | Complete |
| 3 | Matters Arising | | |
| | Arrangements for the Motorfun day on 16 th June were queried; this will be discussed later in the meeting. | 59 | Ongoing |
| 4 | Welcome | | |
| | Steve introduced Karen who has taken on the role of Secretary. Karen joined the u3a 8 years ago and before moving to the area held various committee positions in Easter Ross u3a. | | |
| 5 | Policy Document Review | | |
| | This has now been completed; however, as will be discussed later Karen has agreed to take on several tasks as part of the secretary role. | 14 | Complete |
| | Karen and Judy will review and amend their job descriptions as appropriate. | 64 | New |
| 6 | Reports | | |
| a) | Chair <u>Local Area u3a's Annual Meeting</u> Inverness will be hosting the meeting this year; no date has been notified as yet. Steve suggested we host this in 2025 as it is a few years since we hosted. Due to the upcoming closure of the Town Hall (TH) for refurbishment and no confirmation of an alternative we do not currently have an appropriate venue. Eileen to discuss alternative accommodation with the TH caretaker with a view to getting contact information for the TH management. Hopefully management will be in a position to confirm arrangements for an alternative. Sheila entered the meeting at this juncture. It was suggested that Sandy Keith, Councillor, also be contacted to try and get information on arrangements for alternative accommodation whilst the TH is closed. | 65 | New |
| | Due to the uncertainty of having an appropriate venue for hosting the local area u3a annual meeting it was agreed Steve advise the Chairs of the other local u3as of the situation and that we would look to host this in 2026. | 66 | New |

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| | <p>AGM Discussion took place on the format of the meeting. Kate advised she would organise a fun quiz. Changing of the constitution to allow the chair, vice-chair and secretary to serve a longer term was discussed. It was agreed that if the individual post holders were willing, this would be appropriate. This would require Trust approval prior to putting to the membership at an AGM. Steve to review the constitution and circulate to committee for approval prior to sending to the Trust.</p> | 67 | New |
| b) | <p>Treasurer The bank balance currently stands at £5199. The bank account has only two approvers, which could be problematic should one of them be unavailable to approve a transaction. Karen agreed to be added to the bank account.</p> <p>Access to the PayPal account was discussed; this is only used during the annual contributions cycle. Robert to investigate adding others.</p> <p>The end of year accounts have yet to be finalised and issued for auditing and approval.</p> | 68 69 58 | New New Ongoing |
| c) | <p>Technical / Website Dunc submitted his report prior to the meeting for consideration in his absence.</p> <p>A Zoom meeting has been arranged for 13th June to discuss the move from Sitebuilder to Siteworks; Steve has signed up for this. During discussion it was agreed we need to ensure the information on Sitebuilder is up to date prior to transferring to Siteworks. Steve, Dunc and Judy to review Sitebuilder content and amend as necessary to ensure content is current.</p> | 70 | New |
| d) | <p>Membership Secretary Judy submitted her report prior to the meeting for consideration in her absence. All actions from the previous meeting have been completed.</p> <p>Membership currently stands at 207. 5 members have not renewed and despite emails and phone messages being left they have not responded. They have been advised they will be excommunicated at the end of this month if they fail to renew their membership. There are now only 4 members not on email who require information to be sent via the postal service.</p> <p>There have been 7 new members since the last committee meeting. 4 of whom receive the u3am (previously Third Age Matters (TAM)) and 3 who have opted not to receive it.</p> <p>38 members and 4 visitors attended the members meeting held on 18th April 2024, with 2 of the visitors opting to join.</p> <p><u>u3am Data Submissions</u> This will now come under the remit of Karen as part of her role as secretary. She managed to navigate the new system successfully to input the submission on 14th May 2024. Karen will be reporting on this in the future.</p> <p><u>Requests from the Scottish Fire Service (SFS) and National Trust for Scotland Brodie</u> Several members have already completed the SFS survey and at least 2 members are interested in volunteering at Brodie. Steve and Judy will attend the SFS meeting on 29th May.</p> | 59 | Complete |

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| | <p>Newsletter Another task Karen has agreed to take on. She will issue the next newsletter shortly after this meeting. Karen advised she has some ideas to spice up the newsletter but will introduce these gradually.</p> <p>The subject of remuneration for speakers at members meetings was discussed. It was agreed that charities would be encouraged to bring donation boxes; representatives of non-charity organisations will not be remunerated e.g. bank, police, fire brigade etc.; other individuals should receive a gift voucher to a maximum of £50 (dependant on distance travelled).</p> | | |
| e) | <p>Group Coordinator Claire submitted her report prior to the meeting for consideration in her absence.</p> <p>The Patchwork and Quilting group have finished a quilt which has been donated to raise funds for Lhanbryde hall, this has resulted in reducing the rent they pay.</p> <p>There is the possibility of a stroller group being set up. There was a recent on-line training session, provided by Moray Council, which the prospective leader was unable to attend. Discussions suggested training was not necessary however if the prospective leader felt it would be useful then best for them to wait until the next session before progressing the group.</p> <p>Time pressure has temporarily halted group visits, these will resume in the near future.</p> | 21 | Ongoing |
| f) | <p>Speakers Mary's Meals sent thanks for the many positive comments and generous donations received amounting to £200. Thanks should be included in the forthcoming newsletter.</p> <p>Speakers have been arranged for the next two members meetings. Topics are the Men's Shed on June 19th and Douglas Cowie, providing a follow on from his Olympic Torch talk, on 22nd August.</p> | 71 | New |
| g) | <p>Meetings Bookings have been made for Committee meetings to be held in the ex-services club. Members meetings for 2025 have yet to be booked due to the ongoing issue with a replacement for the Town Hall.</p> | 62 | Complete |
| h) | <p>Publicity Posters and 'business' cards advertising our u3a have been delivered to the council. An email has also been sent to the HR department but as yet no response. Action 36 complete.</p> <p>Distribution of cards and flyers continues. It was felt the purchase of additional cards should be held in abeyance until we can gauge the benefit. It was agreed that membership forms should be updated to enquire from new members how they heard about us; this should help ascertain how best to advertise in future.</p> <p>Information has been updated for the online Spotlight magazines in the areas we cover, it was agreed not to pay for information to be included in the paper magazines.</p> <p>An appeal for the loan of a gazebo for use at the Motorfun event on 16th June is to be included in the newsletter. Karen will also include a request for help on the day of the event.</p> <p>Discussion took place on whether or not the National Office still provide free publicity leaflets; Karen undertook to investigate this.</p> | 36 71 72 73 | Complete New New New |

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| | Kate H queried the correct procedure for the approval of spending on publicity. It was agreed that this should be done at committee, however, if there should be an urgent issue it could be agreed via the WhatsApp committee group, with ratification at the next committee meeting. | | |
| 7 | u3a Trust and u3a in Scotland | | |
| | <p>There has been a request from the Trust asking us to encourage members to sign up for the u3a Friends newsletter. The newsletter has seen a significant increase in the range of services, discounts and offers exclusively available. It was agreed this should be included in our forthcoming newsletter.</p> <p>The u3a in Scotland AGM is being held on 11th June in Edinburgh, this can be attended in person or via Zoom. There will be an election of new committee members and they have requested members consider being nominated, this is open to all members.</p> <p>Robert left the meeting at this juncture.</p> | 72 | New |
| 8 | Members' Meeting | | |
| | Discussion took place on timings and layout for the meeting. All usual arrangements are in place. | | |
| 9 | Dates of Next Meetings Members' Meeting Committee Meeting Members' Meeting | Wednesday 19 th June Wednesday 7 th August Thursday 22 nd August | |

Signature:

Date: