

Minutes of Committee Meeting on 30th January 2024
Elgin Library Activities Room 11am – 1pm

No	Description	Action	Status
1	<p>Present: Steve, Caroline, Duncan, Claire, Joan, Judy, Kate I, Eileen, Kate H, Robert</p> <p>Apologies: Sheila, Carole</p> <p>Steve advised Robert would be attending but not until later.</p>		
2	<p>Approval of Minutes: The minutes of the committee meeting held on 20th November 2023 were approved and duly signed by the Chair.</p>		Complete
3	<p>Matters Arising</p> <p>Caroline advised that having reviewed the description of the minute secretary's role it did not correctly reflect what is currently done. She will reword the description and send the update to the secretary (Carole). All others advised their role description reflects the role as undertaken.</p>	42	Ongoing
4	<p>Policy Documents Review</p> <p>Discussion took place on how we ensure we are GDPR (general data protection regulations) compliant. Duncan reminded the committee that information is supplied to all group leaders on handling personal information. It was agreed that Claire should email all group leaders to ensure they are aware of the rules. The email will advise that if Beacon is not being used to contact group members then they need to be careful not to pass on personnel information without agreement of the member e.g. phone number, email address etc. A tutorial is available on Beacon and a link to the tutorial will be included in the email.</p>	47	New
5	<p>Reports</p>		
a)	<p>Chair</p> <p>Steve attended a Zoom meeting on Friday 26th January which although being an open session with no agenda was found to be interesting and worthwhile. Everyone had the opportunity to discuss how their u3a dealt with various topics including how to attract new members, reviewing of risk assessments, and the forthcoming change of web provided. He advised a similar, smaller Zoom meeting, with more local u3as is scheduled for 12th February, which Steve hopes to be available to attend, however if he is unavailable then Judy will join the meeting.</p> <p>Discussion took place about the information in the November newsletter re a summer school. As there had been no interest shown it was agreed Eileen would place the information on the notice board at the forthcoming members meeting.</p> <p>Robert entered the meeting at this juncture.</p>	48	New
b)	<p>Treasurer</p> <p>Current Balance is £4259.</p> <p>The new account with Bank of Scotland is working well; Carole Thomson is in the process of being set up as a third signatory.</p>		

	<p>A grant application has been made to Third Sector Interface (TSI) for funding the cooking group. There are a lot of applications to TSI from other organisations so this may not be successful. This led to discussion about whether we should be seeking grant money to assist some activities. As we have a healthy bank balance this will not be pursued further.</p> <p>Judy advised access to the portal for paying fees has changed but no action is required at this time. The next time a member logs onto the system they will have to create a password, which is explained at log in.</p> <p>Consideration of funding groups who are facing higher costs was discussed, if was felt this should not be done as we could quickly deplete the bank balance.</p>		
c)	<p>Technical / Website</p> <p>Duncan advised information had been received suggesting each u3a should undertake regular backups of the information held on Beacon. It was noted that the Beacon system does not maintain data backups of the system. Following discussion Duncan agreed to do regular backups of the system and store the information securely.</p> <p>Duncan has set up a mailing group within Beacon for committee members to allow ease of emailing each other. Not all committee members currently have access to Beacon. Duncan will email log in details to those that require it with information on how to access and use the group emailing section.</p> <p>Information has been received re SiteWorks, the new host of the website, advising terms and conditions (Ts&Cs) and pricing. We have been invited to sign the Ts&Cs if we want to use the website. Duncan to explore the cancellation terms and if we can trial SiteWorks for a time and cancel if required. It was agreed we should sign up for this on a trial basis if this is an option.</p>	49	New
		50	New
d)	<p>Membership Secretary</p> <p>Action 39 – confirmation of numbers attending local area u3a and Action 41 – information on UNICEF quiz included in Newsletter both completed.</p> <p>The current membership stands at 204.</p> <p>Beacon aborted the Thirds Age Matters (TAM) submission for the February issue as the company who handle the data transfer portal for TAM has gone into liquidation. Data held for previous submissions will be used to issue the February TAM. Judy has requested 6 copies of TAM for those members who have joined since the last issue. Judy will issue these to individuals once she has received them.</p> <p>Several newsletters have been issued since the last meeting covering the postponement and then cancellation of the Christmas Party due to the severe weather issues surrounding both dates. The next newsletter will be issued following this meeting and will include a reminder of the forthcoming members meeting. Judy advised information had been received re a UNICEF dance being held in Elgin Town Hall and sought agreement of the committee to include this in the newsletter. All agreed it was appropriate to include the information in the newsletter.</p>	51	New
		52	New

e)	<p>Group Coordinator</p> <p>Action 22 – Group Leader’s Meeting and Action 33 – Email re change of bank both completed.</p> <p>Claire advised most groups stopped over the festive period however several groups had festive get-togethers.</p> <p>The offer to lead a Debating Group has been withdrawn so there is no longer a requirement for a signup sheet at the members meeting. Claire is continuing with her group visits with a visit to the Scrabble, Chess and Backgammon group later this afternoon.</p>		
f)	<p>Speakers</p> <p>All is in hand for speakers for forthcoming meetings although the April meeting will now have Bridget Gordon from Mary’s Meals telling us about the charity which raises money to provide nutritious meals for children in various parts of the world.</p> <p>Kate I raised the issue of paying for speakers as it would appear that many u3as do pay speakers. Following discussion Kate I undertook to research costs for consideration.</p> <p>Judy advised she receives emails from speakers with costs attached. She usually discards these as it was agreed in the past not to pay for speakers. She will forward all such emails to Kate I in the future.</p>	53	New
g)	<p>Meetings</p> <p>Information has been received advising that the Community Centre will be available to host meetings currently undertaken at the Town Hall. There is currently an 18 month timescale for the closure and refurbishment of the Town Hall. Further discussion re future meeting dates will be discussed at the next committee meeting.</p>	55	Committee
h)	<p>Publicity</p> <p>Kate H advised the Forres Gazette online had an informative piece about our u3a; it was hoped this might encourage prospective members to get in touch.</p> <p>A draft poster to advertise our u3a had been forwarded for consideration prior to the meeting. It was felt it was a good idea to have a poster however several changes were discussed. Things to consider were – the pictures looked like old people, this could be changed to graphics showing some of the groups available, remove reference to older people, reduce the amount of wording; something eye-catching to grab attention among the myriad of posters on notice boards. Kate H to review the poster in line with discussions and re-issue for consideration.</p> <p>Consideration was also given to having business card sized cards for leaving in appropriate locations e.g. libraries, coffee shops, etc. Kate H to look at possibilities for cards.</p>	56	Kate H
6	<p>u3a Trust and u3a in Scotland</p> <p>There was nothing for consideration at this time.</p>		
7	<p>Members' Meeting</p> <p>The meeting will follow the usual format with the inclusion of the raffle that had been planned for the Christmas Party. Judy to advise members of the raffle in the newsletter.</p>	52	New
8	<p>AOB</p> <p>There were no further topics for discussion.</p>		

9	Dates of Next Meetings Members' Meeting Committee Meeting Members' Meeting	Friday 9 th February Friday 5 th April Thursday 18 th April
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Signature:

Date: