

## EMS VALLEY U3A – COMMITTEE MEETING

TUESDAY 20<sup>TH</sup> JUNE 2023 – MOUNTFORD 3 E.C.C.

### Those present:

Tim Mathews (Chairman/ Webmaster), Rod Lipscombe (Vice-Chairman), Hilary Street (Treasurer), Dbee Robinson (Business Secretary), Sue Kent (Membership Secretary), Karen Rodger (Beacon Administrator), Ann Sims (Groups Coordinator), Liz Rosoman (Minutes Secretary), Margaret Melhuish

1. **Welcome:** Tim welcomed the new committee members who accepted their roles. Rod Lipscombe the Vice Chairman was proposed by Tim and seconded by Hilary.
2. **Apologies:** No apologies received.
3. **Minutes and Matters arising:** The minutes of the last meeting were agreed.
4. **Business Secretary's Report:**
  - a. **AGM feedback** – all good. Other than not announcing that with no other nominations being received that candidates would be elected without a vote, all went well. Running order updated to Revision 2 in order to prompt voting better. Have another committee member to record names of those proposing, seconding, *etc.* Ann Sims offered to do this in 2024, which everyone thought was a good idea.
  - b. Those without email miss out on group information *etc.* (list given out at AGM to Christine Howell as requested who has no email). Should a list go up every meeting? And how to ensure any important emails get delivered to those without email. It was decided to hand deliver a list of meeting dates to any without email and suggest if they have any questions to attend meetings, as committee members are there (in this case Christine Howell). However, it was noted that any important emails must be hand delivered.
  - c. **Post AGM (within 2 weeks)**
    - Update Ems Valley details to U3A Trust via email to [database@u3a.org.uk](mailto:database@u3a.org.uk).
    - New Trustees – forms completed by new trustees for Dbee to update Ems Valley details.
  - d. **Post AGM (This can only be done after Treasurer's accounts are audited)**
    - Complete Charity Commission Return with Treasurer via [www.Gov.UK/Organisations/Charity-Commission](http://www.Gov.UK/Organisations/Charity-Commission)
    - Prepare and send Annual Return
    - Update Ems Valley Charity details
    - Include information from Trustee Declaration forms
    - File hard copies of Declaration Forms in Ems Valley U3A File box.
    - Ems Valley Charity Commission Number = 1117497
    - Notify if any changes to Ems Valley Constitution – Do not send if there are no changes (Only change Constitution if absolutely necessary)
    - Accounts audited. Dbee to arrange date with Hilary to update details and do Charity Commission Return.
    - Require post box details ASAP from Tim  
Question – Should we wait for this PO Box from Tim as it is difficult to update after the return is sent in? Update: we will use the business secretary's private address.
  - e. **Propose Car sharing** for meetings at next group meeting. It was decided no action necessary, as people already do this.

f. **Contingency Planning for key roles.**

What are the key roles?

It was decided unless role needed new member due to issue, we can all cover each other's tasks:

- Treasurer – back up for signatures only, Chairman and Vice Chairman
- Minutes sec – Karen
- Beacon – suggestion of Jane Yoward if she rejoins committee
- Membership – Karen or Jane Yoward
- Chairman – Vice Chairman
- Speaker – anyone can help with this
- Groups – Karen
- Business secretary – previous holder Val Ottewell (however, Tim decided the back-ups must be on the committee so perhaps Val could be co-opted member? Up for discussion at next meeting)
- Webmaster – no back up suggested, in view of imminent changes to the site. The template sent to committee was an example of things to consider – Tim has created a new template. Suggestion of 'Help Area' being set up on ?Beacon.

g. **Constitution** – to be discussed in sections at next meetings

- What if we forget to actually vote? Have a default if no opposition then proposer and seconder enough to class as elected
- Committee can ask for committee volunteers on the day of AGM, (in constitution). However, it doesn't state if members can nominate on the day.

5. **Treasurer's Report:** The 2022-23 final accounts have been signed off by John Dewar. I now need to upload them and have raised this with Tim in relation to our shared cloud storage space. [Separate agenda item].

- a. We need to update the signatories for the Ems Valley u3a bank accounts held with NatWest. Any changes need to be minuted before the bank will action them.
- b. I propose that we add Rod Lipscombe and remove Anne Powell. [Approved].
- c. I plan to bring a budget monitoring report to the meetings on a quarterly basis, so will bring reports for the year to June, September and December in July, October and January. However, I'm always happy to answer questions about the accounts at any meeting.

6. **Membership Report:** We have 513 members at present, there were 489 this time last year, an increase of 24. Two people owe £5, both have been joined and have been made aware that they have underpaid. SK to email names to TM. TM to send email as final reminder and if underpayment not received then their membership to rejoin next year will be £30.

7. **Groups Report:**

- a. Ems Valley u3a currently has 56 Groups.
- b. Music Appreciation Group has a change of name and leader: now called Classical Music and being led by David Frost.
- c. Three CAMEO Groups are up and running: Group 1 has met twice; Groups 2 and 3 once, to date. Apparently, some people in Group 2 turned up at ECC rather than The Spring, despite e-mail instructions! An exploratory meeting about a fourth group has been held. Six people attended and plan to come again, but so far no-one has volunteered to lead this group.
- d. Traveller's Tales are having problems with rooms booked and confirmed with ECC; ECC have altered their bookings – dates and rooms!

8. **Newsletter:** There was nothing to report.

9. **Website:**

- a. Waiting to be converted to the new SiteWorks platform, which is in the last stages of testing. The hope is that we are near the top of the list.
- b. emsvalley.org.uk has now been decommissioned and no longer works.
- c. New domain has Workspace accounts for Chairman, Vice-chairman, Webmaster and Speakers Secretary accounts, which means they have their own separate gmail accounts. It was proposed that role-based Workspace accounts be created to conduct official business and so can easily be handed on with history and for audit purposes. All present were in agreement. **Action: TM**
- d. Tim asked if Speakers sec. should be listed separately on Beacon. Karen stated it should sit under Vice Chairman.

10. **Monthly meeting:**

- a. All agreed speaker was excellent and singing entertainment enjoyable.
- b. Alan Borrow is the speaker at the next monthly meeting and all were in agreement that a couple of bottles of wine would be appropriate as a sign of appreciation.
- c. Tea – Sue has kept up the tea/coffee/biscuit supplies for the last 3 years and so Margaret kindly offered to take over this role from the July meeting.

11. **AOB**

- a. Beacon – Tim requested sight of all sections of Beacon for all round visibility as Chairman. Karen said it was for the committee to decide. Privileges relate to the various roles set up on Beacon and currently there is no role for Chairman.  
**Action: KR to set up Chairman to view only all areas**
- b. Karen is not receiving emails. **Action: TM to check**
- c. Church and pub group info for Dbee from Tim. **Action: TM to bring folder on Thursday**
- d. P O Box for Charity Commission as our official address. **Action: TM to follow up**  
**Update: We will not be having a PO Box.**
- e. Ann noticed poster in hall advertising Ems Valley u3a had Anne Powell's phone number. This has been changed temporarily to Tim's number but decided new posters will be made up with the new role-based membership secretary email for contact.  
**Action: TM to source new poster.**
- f. New members coffee morning: Ann suggested Wednesday 27th September 10.30 to 11.30 am. Ann to check with office. TRUGS group to do catering.  
**Update: Ann has secured booking for ECC Assembly Rooms 11.16 start for one hour. Room is not being used again until 2 pm so no huge rush to clear up.**
- g. Karen reported that an issue had been raised by the new group leader for CAMEO3 in that she did not want her private email address showing on the Beacon email. It was decided that all group leaders should be offered a generic email address that Tim can sort out.  
**Action: KR to email group leaders asking who wants this.**
- h. Rod cannot attend the next committee meeting due to other commitments but will endeavour to work around committee meeting dates as far as possible.
- i. Two of the 'Meeters & Greeters' are unable to attend the June monthly meeting. Margaret and Ann agreed to cover the absences.

12. **Next Meeting: 18<sup>th</sup> July 2023 (every 3<sup>rd</sup> Tuesday)**