

# EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 19th MARCH 2024 – MOUNTFORD 3 E.C.C.

## Those present:

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

1. **Apologies:** None
2. **Minutes and Matters arising:** none, the minutes had been read and were agreed.
3. **Business Secretary's Report:**

### 3.1 PROGRESS

- a. The **Charity Commission return** was completed on 21 January.
- b. The **AGM procedure** has been updated to match the recent charity commission updates.
- c. The **risk assessment templates** available on the Trust website with copies in shared drive <https://www.u3a.org.uk/smart-website-search?q=risk%20assessment>
- d. Monthly meeting risk assessment completed and in shared drive
- e. Simple version now available for group leaders to adapt in shared drive
- f. **ACTION -> Risk assessment discussion with Group leaders during Group leader social. (Dbee offer help if requested)**
- g. **ACTION -> Risk assessment templates to be added to the website in PDF format (Dbee & Tim)**
- h. **Christmas Lunch 2024** - Now confirmed for up to 90 people on Thursday 5 December 2024 at 11:45 for a 12-noon serving.
  - i. Christmas group set up ready on Beacon
  - ii. Christmas email set up and emailed to Haley, Catering manager at Chichester College
  - iii. Confirmation Email sent to Chairman 23 Jan 2024.
  - iv. The corridor would be closed except for disabled access and the glass walls removed to open out the area. Drinks will need to be at the tables only, as there is no waiting area.

### 3.2 Procedures created using templates from Trust, mandatory documents as required and suggested.

- a. **ACTION -> COMMITTEE Requirement for committee to view, change and accept, sign or reject. AFTER AGM!**

### 3.3 Complaint and Disciplinary workshop (12.03.24)

- a. Procedures available. ALWAYS TRY INFORMAL APPROACH.
- b. Follow Procedures in first instance -> relevant body to address issue with another person. (example: if group leader issue -> GL, committee member and one other)
- c. Do not discuss with whole committee to ensure impartial additional person if needed later. Can get help from Trust.
- d. USEFUL TO KNOW ->

- i. If member is a worry, ask them to sign code of conduct agreement and ensure they understand they will be asked to leave u3a if they do not keep to the agreement.
- e. Do we agree it is the Group Leader who has the final say who attends their groups, such as when a member wishes to join an interest group but the GL declines?
- f. DISCUSS - How are members informed of:
  - i. Members code of conduct: it should be unnecessary to tell people to behave.
  - ii. Trustee Code of conduct: Unsure, other than viewing job descriptions.
- g. Principles and Ethos of u3a as a self-help organisation. How should this be communicated? New members already get this via email.  
**Action -> to be reiterated at AGM by Chairman**
- h. New member handbook available -> however currently not found on site, AWAIT TRUST - Group leader handbook available -> however currently not found on site AWAIT TRUST

### 3.4 Constitution Workshop (TAT Model Constitution document emailed to Committee 15.03.24)

- a. To discuss with committee to accept all the model constitution except clauses 16.7 and 16.8 to be changed and sent to the u3a trust for approval:
- b. **ACTION - Dbee to use Tim's wording and resend to committee for approval**
- c. Ems Valley u3a wish to change the following:  
16.7: *The maximum total period of service of any trustee shall be 9 years in any combination of roles whether or not the periods of service are contiguous.*  
Change to (Tim's suggestion):  
*The maximum total period of service of any trustee shall be 9 years in any combination of roles, whether or not the periods of service are contiguous. An exception may be made for a trustee who has played an important part in the running of the u3a and who desires to continue in that role with the unanimous support of the other trustees.*
- d. Ems Valley u3a wish to change the following:  
16.8: *No-one may hold any specific officer position or be an ordinary (non-officer) trustee for a continuous period in excess of 3 years without an interval of at least 1 year between the periods of service.*  
Change to (Tim's suggestion):  
*The Chair of the Trustees may not remain in post for more than three years. All other trustees may only remain in office for longer than three years with the unanimous support of the other trustees. All trustees require re-election at the AGM; the officers to be elected individually and the other trustees en-bloc.*
- e. By changing the above we can:
  - i. Retain roles that are difficult to fill.
  - ii. Retain valuable resources, expertise and knowledge.
  - iii. Allow those who wish to continue to serve on our committee to do so, and still ensure others are able to stand for any specific role on the committee.

3.5 **Printing.** I am printing more. I get charged £1.60 to print 10 pages. Is it ok to charge this back to the u3a: badges, agenda, procedures, charity commission, AGM, etc? Approved. Approval was given to buy a new filing box.

**ACTION -> Dbee to send receipts if possible to Hilary.**

### 3.6 AGM information required

#### **ACTION -> Dbee and relevant committee**

- a. Membership numbers as of March 19 (Note any raise in membership fees for 2025/6 should be communicated at this AGM)
- b. Group Numbers and any new groups created since last AGM
- c. Request AGM advertised on website (May 21st)
- d. Treasurer Report & Examined Financial Accounts (Financial accounts, Balance sheet, Group balance sheet)
- e. Send relevant forms for Treasurer to use / paste information into:
  - i. • ev\_u3a\_agm\_07 Treasurer's Report
  - ii. • ev\_u3a\_agm\_08 Financial Accounts
  - iii. • ev\_u3a\_agm\_09 Financial Balance Sheet
  - iv. • ev\_u3a\_agm\_10 Group Balance Sheet

### 3.7 Advise Committee requirements of AGM (5 items)

### 3.8 AGM - Planning begins – see AGM Checklist and Procedure for full details:

- a. Dbee complete Annual return for Trust when email received (2 parts)
- b. Dbee to create Trustee Annual Report and Create Business Secretary Report
- c. April 1 - Create required documents (6 items)
- d. April 10 - Email AGM Doc to members (5 attachments +3)
- e. AGM - Advise Committee progress and discuss preparations:
- f. May 1st - Email members (3 attachments)
- g. May 10 - Email members (7 attachments)
- h. May 18 - Send Finalised AGM agenda to committee
- i. May 19 - Finalise Business Secretary report for AGM
- j. May 21 - AGM. Discuss Members portal at this event. Not before to avoid confusion

## 4. Treasurer's Report:

- 4.1 Training course done for Beacon payments and online membership renewal payments reviewed with Sue.
- 4.2 No progress with bank including Rod as signatory, Hilary to chase again. Dbee agreed to be extra signatory, Hilary to apply to bank for this.

## 5. Membership Report:

- 5.1 510 members
- 5.2 Renewals status – 25 members are not renewing their membership and there are currently 121 outstanding payments.
- 5.3 110 members attended the January meeting.
- 5.4 85 members attended the February meeting.

## 6. Groups Report:

### 6.1 February Report:

- a. Pilates 2 is seeking new members – they DO have a Waiting List but no-one on the list can attend at the time offered.
- b. Both the Playreading Groups are full. Colin, who leads Group 2, and Alan will produce an article for the next Newsletter. Colin is willing to help establish a third Group.

### 6.2 March Report:

- a. We have 51 Groups – this includes the Classical Music Group which is currently taking a rest.

- b. Book 2: Sadly, Leader Lesley Harris died recently; the Group is now being led by Amanda Marshall.
- c. Classical Music: Leader David Frost. Group currently taking a break. Will review in Autumn 2024 whether to continue.
- d. Gardens: New Leader Kim Tye.
- e. Pilates 2: Mo Harris has stepped down as Joint Leader; Nigel Street has taken her place.
- f. Spanish Improvers: Leader Liz French is moving out of the area. The Group are enthusiastic to continue but no one has the necessary language experience to lead. The Group has closed.
- g. Wednesday Lunches: Christine Taylor has retired and no-one has been willing to take over so this Group has closed.

7. **Website:** There has been a step forward; Tim has signed the terms and conditions and has had an initial training session. Possibly full migration in mid-May but date not set in stone. Tim requested comments from the committee on any suggestions for improving the website.

## 8. **Monthly Meeting**

- 8.1 Geoffrey Mead's talk on Daniel Defoe was well received at the February meeting, as was the Dogs Trust who provided a speaker for the *After Tea* slot.
- 8.2 March meeting speaker is confirmed, David Gane - 'What are your chances.'  
After tea – Alan Borrow on Brick Business
- 8.3 Tea duty – Brick Business
- 8.4 The programme of main speakers for the rest of this year is now complete and on the website. There are gaps for after tea in October and November. Tim to send contact for Twinning Association to Rod.

## 9. **BEACON**

- 9.1 This should be a regular agenda item from now on.
- 9.2 The demo website is now set up and training available, but slots go quickly.
- 9.3 Online payments for membership via Beacon to be discussed by Sue, Karen and Hilary to find a way forward, to be discussed by committee after AGM.
- 9.4 Hilary to investigate Paypal.

## 10. **AOB**

### 10.1 **Dbee:**

- a. Data protection ref members asking for email addresses.  
**ACTION -> Dbee to add this is in breach of data protection rules in her Business secretary report at the AGM**
- b. Health check performed on our u3a as suggested by Trust. All results very good.
- c. Co-opt for 1 year only or join committee. This is with reference to Alan Borrow  
**ACTION -> Dbee to discuss with Alan to attend committee meetings or no longer be on committee as per constitution rules.**  
Dbee spoke to Alan: he will not be joining the committee. He will continue with the newsletter and if necessary, attend committee meeting if requested.
- d. Encourage car sharing  
**Action -> Dbee to add to Business secretary report at the AGM**

### 10.2 Ann:

- a. stated there are now 20 new members so proposed date of 24 April for New Members' Coffee morning. This is confirmed in Mountford 3 for new members to come along from 11 am for an hour. We can gain entry from 10.45 am. TRUGS will be on tea/coffee & biscuit duty.

### 10.3 Tim:

- a. Requested the committee approve Anne Powell being made an Honorary Life Member on account of her exceptional service to the Ems Valley U3a through Covid and staying on for an extra year when no replacement could be found. The committee so approved.
- b. Tim is no longer away in April. Hence, he will be available to chair April's committee meeting.
- c. AGM. We are currently quite lax in checking those who come to our monthly meetings, which is something that doesn't bother Tim too greatly. However, for the AGM, this won't do, as voting will be involved. We do need to ensure that only members are admitted so as to qualify their vote. How can we do this with the minimum amount of friction? Comments and suggestions would be appreciated by Tim.

11. **Next Meeting:** Tuesday 16<sup>th</sup> April 2024 (every third Tuesday)

### 12. **2024 Committee Meeting dates:**

- APR 16 - Apologies - Rod
- JUN - 18 - Apologies - Dbee
- JUL 16
- AUG - NO MEETING
- SEP 17
- OCT 15
- NOV 19
- DEC - NO MEETING

### 13. **2024 U3A Monthly Meeting dates**

- MAR 28
- APR 25
- MAY 23
- JUN 27 - Apologies Dbee
- JULY 25
- AUG - NO MEETING
- SEPT 26
- OCT 24
- NOV 28
- DEC - NO MEETING

14. **Meeting closed at 10:50**