

EMS VALLEY U3A – COMMITTEE MEETING

TUESDAY 21st NOVEMBER 2023 – MOUNTFORD 3 E.C.C.

Those present:

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

1. **Apologies:** Hilary Street
2. **Minutes and Matters arising:** There were no matters arising.
3. **Business Secretary's Report:**
 - a. Still awaiting an update from the **Charity Commission**.
 - b. **Risk assessment templates** available on Trust website. Copies are in Google Drive.
<https://www.u3a.org.uk/smart-website-search?q=risk%20assessment>
 - c. **Christmas Lunch** on 29 November at Chichester College 11:45 for seating by 12:15.
Catering mgr. Hayley Keats. Price £28.50 - 3 course meal, drink, coffee, mince pie.
 - d. **Christmas Lunch 2024** - Will book next year on arrival for 90 people in the first two weeks of December. There are no particular dates to avoid.
 - e. **Badges** creation & web - Group info on web more data and corrections (APowel) - Badges available to view in workspace (.png files) - Require more info, please.
 - f. **Diaries** £4.50 – 4 left (emailed Paul Miller as have reserved him one, no reply). Sue to take diaries to the monthly meeting, as Dbee unable to attend, and give one to Paul Miller.
 - g. **Emails** - When using Beacon to contact member and committee on cc eg - Choose member email and then Treasurer email on Beacon (is this possible?) - How to ensure emails on Beacon for me are personal email address and not Secretary email address and *vice versa*. Karen to discuss with Dbee at the end of the meeting.
4. **Treasurer's Report:** nothing to report.
5. **Membership Report:** We have 533 members at present, 98 attended the October meeting.
6. **Groups Report:**
 - a. As a result of a suggestion at the last committee meeting that CAMEO Group members be given access to all three CAMEO groups, I held a meeting with the other two Group Leaders. The majority are in favour of opening up the Groups, but the Leaders agreed that the Groups would be revamped: after the December meeting the groups will close till February. Group 1 needs a new Leader if it is to continue, Group 2 wishes to meet on a different day at a different venue and are looking for somewhere suitable. Group 3 will pursue a theme at their meetings, probably family history, that being the main interest of the Leader.
 - b. Gary Willard is stepping down temporarily from the Cycling group due to an operation; his deputy will take over leader duties whilst he is out of action.
 - c. A country dancing group has been suggested which will be pursued.
 - d. **Advice for group leaders document** – monitoring of attendance should be down to group leaders. Ann is updating this document for further discussion and agreement at the next meeting.

7. **Website:**

No more news yet as to when we'll be converted to the new SiteWorks platform.

8. **Monthly meeting:**

a. **October:**

Jessica Thurtell spoke on Dining with History. The talk was interesting and well received.

Karen Rodger's Family History group provided tea, coffee and biscuits.

Rod Lipscombe gave a fascinating insight into his work as a Tier 1 judge in the Family Court.

b. **November:**

Gary Jones MBE will talk about his position as Senior nursing officer helped define the fictional role of Charlie Fairweather on BBC1's long-running Casualty series.

Carol Mant's French groups will take care of the tea, coffee and biscuits.

Gary Willard's Cycling group will provide insights into the group's activities.

9. **Constitution:** Following a general discussion, Ann will redraft the next section of the constitution for approval at next meeting.

10. **AOB**

a. Tim taking thumb drive to monthly meeting on Thursday for rolling 4 slides re: phones/fire drill *etc.* Dbee reminded him that 'no planned drills' should be stated. Fire monitors to check toilets and kitchen each month: Meet & Greet to check toilets, tea duty to check kitchen is empty in case of fire. Tim to inform group leaders of the fire monitor responsibilities. Ann to inform Meet and Greets.

b. Risk Assessments need to be done by each group. Group leaders to edit for specific group needs and then should be stored on Google Drive. Dbee to work at simplifying the risk assessment form for Community Centre. To be discussed at next Group Leaders meeting in March – date yet to be decided.

c. Beacon Zoom meeting attended by Karen and Tim. It was commented about the lack of a members' portal for EV u3a for members to be able to access their own record which would contain their name/membership number/ email address. This is to be discussed at the next meeting.

d. Gocardless.com – Tim circulated a brief report with frequently asked questions and answers. If we decide to go with this facility, we should sign up just before membership renewals to take advantage of the 90-day fee-free period. Questions to be considered:
Ease of use for members
Ease of use for treasurer and membership secretary
Cost would be approximately £200 per annum if all members were to make use of this.
There are no costs currently.
Tim requested that all committee members send their views to him before the next meeting in January. Sue and Hilary to discuss together on Sue's return from holiday.

11. **Meeting closed** at 11:07.

12. **Next Meeting:** 16th January 2024 (every 3rd Tuesday)