

## **Exeter U3A**

Committee Meeting – Monday 20 January 2020  
Mint Methodist Church 2pm

### 1. Welcome

Attendance: Phil Slater, Vivienne Watson, Keith Shaw, Jan Rolfe, Minna Egan, Anne Staley, Kay Matthews, Steph Ward. Amanda James.

### 2. Apologies

Ann Mitchell

### 3. Minutes of last meeting

Last sentence of Paragraph 12 reworded to read 'We need to be consistent on the wording and the website will be amended accordingly.'

With this change minutes agreed.

### 4. Matters arising

Phil offered his thanks to Kay for organizing the Conveners lunch which had been a great success.

### 5. Treasurer's report

All going well financially. Steph said that if appointed Treasurer next year she will carry out a review of group attendance and costs. Current policy is that new groups need Committee approval to use a paid for venue and need a minimum of 9 Members. Group Members pay £1 per session and the aim is to cover 40% of room hire costs through these fees. Currently there are some groups who do not have the required number of regular Members and the 40% target is not being met.

Vivienne asked if there was an easy way of finding out how much people owe without asking Keith with an email. Keith said there are some people who keep a log, and that he was fine about being contacted.

### 6. This year's budget / membership fee

Anne informed the group we have 641 members on email and 20 members not on email.

Keith presented the proposed budget for 20/21. Expense had been estimated based on expected membership numbers of around 700 and room hire costs increases of around 5%. In order to cover costs and maintain reserves at a reasonable level, in accordance with U3A guidelines, it would be necessary to increase annual membership fees to £22 for a full year with a £4 discount for existing members who renew before 31 March 2020. Jan pointed out that the budget only accounted for 6 speakers during the year when this should be 9. It was agreed to increase the speaker fees budget to £725 and subject to this change the budget and increase in membership fees were agreed.

A copy of the revised budget will be forwarded. Notice of the new fees will be given in the Newsletter and appear on the rolling news at Monthly Meetings.

Vivienne asked whether the Mint would want to take on the tea and coffee at meetings but it was thought it would be rather a large number of people for them to attend to and that we should leave things as they are.

## 7. Group Coordinator's report

Report from Daphne previously circulated by Phil

The New Members Welcome meeting in November went very well and we had about 10 new members turn up - not quite as many as we had expected but in the circumstances just as well as it was difficult to hold a proper meeting in Wetherspoons. But all those who came appeared to get a lot from it. Viv has volunteered to use a table at the Groups Fair to welcome new members as Anne has only had 7 new members register in this last couple of months. I am sure Viv would be happy to have a volunteer on standby just in case she is unexpectedly inundated! It has been quiet on the new groups front because of Christmas and the New Year although I have had one or two emails from members who are thinking of putting feelers out to start groups in the near future. They will be publicising at the Groups Fair. I have had 20 table bookings for the Groups Fair and several conveners just wanting to use the chairs to talk informally with members. Penny is planning to hold a Conveners Cafe in March, date to be decided.

## 8. Speakers Secretary's report

Jan confirmed she had speakers booked until the end of year 2020.

## 9. Groups Fair

Daphne has said she needs 20 tables. It was suggested we have a committee table which could be combined with a membership table. The committee table could have a copy of the Newsletter, list of committee posts and roles, a copy of the minutes, and a copy of the constitution. Phil will organize the paperwork.

## 10. Printing material for Learning to be Retired Course

Exeter U3A was asked to support this course, which was agreed. It was thought that people should print their own materials, but there was some concern about people who can't do this because they don't have email/ computer. It was suggested it was the same principal as the people unable to print the Newsletter. At this time the cost of printing the material was not known. It was agreed that U3A would fund printing costs for members without email on this occasion on a trial basis but may not do so in future if costs become prohibitive.

## 11. New Member's Café

It had been felt that the venue at Wetherspoons wasn't suitable and agreed that in future this would be changed to The Mint.

## 12. AGM

a) Exeter U3A Constitution and Model Constitution to members

Phil stated that in order to change the constitution members should be consulted it was felt that copies of both should be sent to members prior to the meeting. People should also be informed that there will be a vote at the meeting. Discussion took place about getting permission from the Charity Commission. Phil had previously been advised that adopting the model constitution did not require the permission of the Charity Commission. Phil informed the committee that there were other changes that the membership should be notified about.

It was agreed that these changes should be identified by Vivienne, Phil and Steph then copies of the existing and new proposed constitution and will be sent out by Minna with the AGM papers.

The proposal to the AGM is that we adopt the model constitution, with identified changes, then, if agreed, the Charity Commission will be notified.

#### b) Communicating need for new Committee members

It was thought we must inform Members of the need for new Committee Members. Phil has already arranged for a notice in the February/ March Newsletter and will mention the need for new Committee Members at the February and March Monthly Meetings. Keith will include this in the Rolling News.

All existing Committee members are to speak directly to other U3A Members and encourage people to come forward.

#### c) Committee members standing for re-election

The current position is:

Phil has to stand down as Chair but agreed to stay on the Committee to support the new Chair

Kay advised she will be standing down

Vivienne agreed she would be vice Chair with a view to taking over in a year

Keith has to stand down as Treasurer and will not stand again

Steph will stand again and agreed to be Treasurer

Minna will stand again and continue as General Secretary

Anne will stand again and continue as Membership Secretary

Amanda will stand again and continue as Minute Secretary

Jan will stand again and continue as Speaker Secretary

Ann was not present but it is thought she may not stand again because of ill health

#### 13. Committee bulletin / special email

Previously covered.

#### 14. Future timings of Committee meetings

It was suggested the committee meeting should change from the third Monday of the month to the first Monday (afternoon) of the month for 20/21 to fit in with the timing of the Newsletter. This will be put to the committee meeting following the AGM to ensure that it works for all Members on the incoming Committee. Minna will provisionally book a room for a brief Committee Meeting following the AGM on 23 April and a first full meeting on 4 May at 2pm (if agreed).

#### 15. AOB

Rolling news - Keith agreed to continue to do this.

U3A have said we need a named person and their contact details (email, phone number etc.). On some websites currently this is Faith and needs to be changed.

Anne as membership secretary said she would agree to her details being included.

Date of next meeting: 16th March 2020 at The Mint at 2pm