

U3A Committee Meeting – Monday 19 November 2018

Present: Phil, Daphne, Jan, Amanda, Anne, Keith, Lynn, Kay

Apologies: Jo Joyce, Maggie Bonfield

Items needing urgent attention – Welcome Daphne to Committee

Minutes of last Meeting – Beacon, spoke to Dave Parsons regarding some people having a problem clicking on ‘Reply’.

No Matters Arising

Treasurer’s Report – rooms still not on plan – Paid for venue fees of £1 per visit per month has begun from October. The rest is on plan.

Group Co-ordinators’ Report – Jan thanked us for concern about her health. Daphne is there to help but Jan’s name appears in the newsletter. Jan is slowly recovering but it is patchy so she does need help up to the end of March. Jo has stepped down completely as Groups Co-ordinator. *Convenor’s lunch* – Daphne is now the named contact. *Groups Fayre* – 21 replies so far, 8 people helping and 17 tables needed.

There is usually a notice put up in the library – ask Trudi to put up a poster? Do we want to advertise our organisation? Decided to go for this.

There has been confusion about whose role it is to book rooms for groups and it was made clear that group co-ordinators should do this by contacting the Secretary and Treasurer to get authorisation for the new expenditure.

Kay asked if GCs need to know about setting up new groups and Daphne said it was always wise to go through GC so they are informed and can help the set up. Kay may need to form another Majong group as the first group meets in people’s homes and has reached its number limit.

Speaker Secretaries – Maggie and Amanda will be stepping down in March. Have talks planned up to May 2019.

Retirements – Peter Barwell is finishing the rolling news post at end of December and Keith has decided to carry on as Treasurer for another year as the Membership Secretary is also leaving at the end of March 2019. Anne Staley is thinking she would like to be MS if someone would take the Secretary post? This would cause some difficulty at the end of March as we can struggle to replace secretaries.

Daphne suggested a sub-committee for two months up to end of March who would work towards getting people interested in committee roles. Suggest may be past members of the committee. Anne is working on job description.

Arrange after next cttee mtg.

Phil will announce that the cttee needs new people at next monthly mtg and possibly meet afterwards with anyone interested. Produce an explanation of what cttee mtgs involve – meet after Groups Fayre in January. Kay said it was the word ‘committee’ that frightens ordinary members – appears a lot of responsibility which puts them off. Need to get members excited by being on committee.

Job Descriptions – Anne has done them all apart from Minutes Secretary and Lynn has given her a description of what she feels she does as MS. Daphne has expanded the JD for Groups Co-ordinator circa 2014 and Lynn has offered to edit down to one page.

Policies – Taster sessions were disallowed and the policy needs changing to allow this again. Anne will do this and send to Web Administrator.

Safeguarding – We are required to appoint a Safeguarding Officer. The draft policy will be discussed with the person we identify as a possible candidate.

Daphne said that on a previous committee a responsible person was chosen to speak to a complainant and group convenor (who had not noticed any problem). Resolved by talking with all concerned and getting all views. Anne suggested that the complaint or concern received by Convenor should be passed on to designated person who then meets complainant and takes notes – depends on the severity of the case. (Could be personality clashes right up to serious abuse). Phil will announce the need for this post to be filled at next meeting and put it on Rolling news.

25th Anniversary – A lot of time and effort went into the 20th celebration. Decided this event will be low key and celebrated at end of appropriate Monthly Meeting.

AOB – Jan said that some people were not receiving information as not on email. Put information in the Newsletter? Members should be responsible for getting information from convenor or other member who uses the web?

Keith said that the Regional Quiz hosted by us cost £110 and was very successful.

Date of Next Meetings: Monday 21 Jan 2019 and Monday 25 March 2019 – 2pm Epworth Room

