

MINUTES OF EXE VALLEY U3A COMMITTEE MEETING HELD ON WEDNESDAY 31 JANUARY 2024 AT THE OHSCC

Present: M Turner (Chair), C Redhead (Secretary), P Sadler (Treasurer), J Riddiford, J Kelly, D Lal, C Boote, A Bush, K Huntley-Sadler

Apologies: J Jeffrey

The Minutes of the last meeting were agreed as being a true record and signed by the chair.

Matters Arising

1. Mike has spoken to his contact in the National Trust regarding the use of the Cherith equipment. His name is Mike Taylor. He has only ever used their equipment when using the hall and is happy to meet with us there to show us how to use it. Mike will speak with Grenville Peters to get permission to use it and then arrange to meet Mike Taylor together with Carol to go through it all with them.
2. The U3A Fit for the Future meeting about the Pilot Council is on Zoom on the 5 February at 11 am if any committee member would like to attend. Fergus McGilp might be able to attend and will report back at the North Devon Link Meeting.

Secretary's Report

1. AGM procedures
 - a. We have to give notice of the AGM 21 days beforehand. **Chris** will compile a Beacon letter.
 - b. Before the monthly meeting on 21 February **Chris** will send an e mail to all members with the agenda and there will also be some printed copies at the meeting.
 - c. All committee nomination forms need to be with Chris by the 5 March.
 - d. At the AGM we need the Chair's report and the accounts for presentation.
 - e. By the 28 February the accounts need to be approved by committee and before that date they have to be audited.
 - f. By the 13 March the 2023 AGM minutes and the audited accounts need to be sent out to members via Beacon.
 - g. We need a quorum of 20% of the members at the AGM.
2. Sam Mauger, the CEO, is leaving in October.

Treasurer's Report

1. Some people are still paying their subs to the HSBC account so this still needs to be kept open for a while.
2. Paul has still not received invoices from the Cherith and **Mike** will look into this.
3. The Balance at the Bank is £4697.64 with £18 cash in hand.
4. In future **Joan** will ask the speaker if they would like to be paid by BACS and get their bank account details for this to be done.
5. There were 60 people at the last meeting according to the amount paid but it doesn't tie in with the admission sheets. Paul is looking into this and has also compiled a new

form to complete the details of the money taken each month, which the committee agreed.

6. Paul has had problems reconciling the Beacon figures with Excel and he will speak to Jo on our return and ask her to have a look at it all with him to try to resolve the problem.

Membership Secretary' Report

We have 198 paid up members and 29 still to renew. This includes 4 new members and 2 previous members who have rejoined.

Beacon Report

1. Beacon Training - Karyl just missed out on booking the Groups Co-ordinator session for February. Jo plans to meet up with her asap on her return. Now is the time of year to check membership renewals against all groups members and ensure group details are all up to date on Beacon. I'm sure Jill is liaising with Karyl on this.
2. The Tuesday Skittle group will be set up soon on the system.
3. I think it's important we attend the training sessions to ensure we get best knowledge of Beacon as we are paying for it after all!
4. Jo is attending the Beacon Site Admin training on 12 February.
5. There has been an email problem, which seems particular to Jo. The Beacon Team is investigating.

Carol reported that Jo had informed her about the Zoom site meeting for Beacon. Carol was unable to get on to it and contacted Beacon about it. The person she spoke to said they would get back to her but she has heard no more. Joan suggested that Carol speak to Jo about this on her return so that Jo could follow up what had gone wrong.

Programme Organiser's Report

1. As reported before Joan reiterated that she and Jo no longer wished to continue to arrange speakers. They suggested to the committee that for a proportion of the speakers we find people from within U3A to give the talks – there are a core of people already willing to do this. They then proposed that for the remainder of the speakers each committee member give thought to a possible speaker and bring their idea to the committee for discussion. Then that members would book that particular speaker and be responsible for that month. It was also mentioned that some U3A's do not have speakers every month but have a social afternoon occasionally – it was felt that although we had a problem with the speaker not turning up last month it was nevertheless a successful afternoon and so this idea could work.
2. **Joan** will in future contact the speaker for a second time two days before the meeting to make sure all is on track.
3. The 2024-2025 programme needs to be printed and made available at the AGM and **Carol** will do this.
4. **Joan and Jo** will liaise and compile the 2025 list of monthly meeting dates and bring to committee for further discussion and allocation of months for in house speakers etc.

IT/Publicity

1. Carol has produced an excellent new trifold leaflet which the committee approved and she will distribute these accordingly.
2. Nigel now has a spare projector available for emergencies if ours should have a problem.
3. **Carol and Anne** will be attending the North Devon Link meeting and will ask them for speaker ideas. Expenses for the travelling to this will be paid at 30p per mile.

Social Organiser's Report

1. The coffee morning for new members had been a great success.
2. The Treasure Hunt has had to be cancelled.
3. The quiz is going ahead and tickets are going reasonably well. The committee will work hard at selling more.
4. **Joan** will do the draw but Anne will buy the prizes, four were suggested.
5. Anne has helpers arranged for the food and the bar and will need someone on the door.
6. Anne will concentrate on the Lyme Regis outing after the quiz but there has been quite a lot of interest.

Group Co-ordinator's Report

1. Karyl has printed the Group Leaders Handbook out from the NO Website and she will liaise with Jo re Beacon.
2. There are members signed up as being interested in the new potential interest groups. Bell ringers – 9, Chess – 3, AI – 7, Astronomy – 4, Board Games – 6
St Andrews Church Cullompton have hand bells available and enquiries are being made re the logistics of using them. There is someone in mind to lead the group.
Karyl needs to look at the diary of interest groups when setting it up to try to avoid dates clashing.
3. **Karyl** will do a Risk Assessment for the monthly meetings as we now have a new venue.

Website

All already discussed and sorted

Welfare

Usual cards have been sent.

Newsletter

Chris will send the Nomination Forms to Lynne for inclusion in the Newsletter.

Mike will mention the Quiz evening and report on the success of the coffee morning.

There being no other business the meeting was closed and the next meeting arranged for Wednesday 28 February at 9.30.