

MINUTES OF EXE VALLEY U3A COMMITTEE MEETING HELD AT THE OLD HEATHCOAT SCHOOL COMMUNITY CENTRE ON WEDNESDAY 3 MAY 2023

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

Apologies : D Lal

Mike welcomed everyone to the meeting. The Minutes of the last committee meeting were agreed and signed as being a true record. There were no amendments.

Matters Arising

1. Karyl asked if we could get feedback from the members as to what speakers they would like and what they don't like, plus if there are any suggestions. It was agreed that the last speaker was not good although the subject was. **Mike** will mention in the newsletter that we are sorry it was not a good speaker in April but encourage members not to be put off by one bad speaker as the next one might be brilliant!
2. The car parking at the community centre will be sorted with Gail. **Joan** will speak to Gail at the earliest opportunity.
3. We need to ask members to let us know if they are not happy for photos of themselves to be put on Social Media or on the Website. **Karyl** will contact the group leaders about this and ask them to speak to their members and make them aware.
4. Helen is giving a two minute talk about the World History Group at the beginning of the May meeting.
5. We will discuss at the next meeting a way forward to make the monthly meetings more viable.
6. Mike has put in the Newsletter that Paul and Karyl have now been co-opted on to the committee.
7. Mike has heard nothing from the new chair of the Tiverton U3A and he will make enquiries and arrange to meet up with him.

Secretary's Report

1. Keeping it Legal Report prepared by Chris and Jill as a result of their Zoom meeting. All agreed the report and noted awareness. Policies have to be renewed every two years. This will be further discussed under Website.
2. NO e mail re the National AGM on 18 October. It was decided that we won't vote but **Chris** will attend the AGM via Zoom.
3. There are various upcoming workshops and **Karyl** will inform the Group Leaders of these.
4. Roles and Responsibilities. The committee will check their roles and let Chris know of any necessary changes.

Treasurer's Report

1. This month a large amount has been paid to NO for capitation so the expenditure exceeds the income.
2. The committee agreed that we will close the HSBC account and **Paul** will enquire into opening an account with Lloyds. This will be easier than changing signatories on the existing account. **Paul** will come back to the committee with the outcome next month.

He will also enquire about the procedures and protocols for setting up the account with the facility to do BACS transfers.

3. There are cheques still not presented. **Joan** will enquire why the cheque to the Guide Dogs for the Blind has not been cashed. The other cheques are associated with the SS Great Britain excursion and are being sorted.
4. The monthly meeting in April once again made a loss with only 39 people attending. This was discussed again and **Anne** suggested a survey to the members. She will draft this and send it to the committee. If approved she will e mail it to the members. We will then arrange a separate meeting to discuss the way forward.

Membership Secretary's Report

We now have 213 members which is slightly down on pre Covid numbers.

Beacon Administrator's Report

1. The change to members login has been implemented and Jo has sent an e mail informing members but has had no response – hopefully there are no problems.
2. Carol and Jo will be meeting to set Carol up as Deputy Beacon Administrator.
3. Karyl and Jo are arranging to meeting to set Karyl up for Beacon.
4. Paul and Jo will also meet and change Paul's access so that he can have Treasurer Access.

Programme Organiser's Report

1. The new programme for 23-24 was discussed and amended ready for sending to members. We need to make sure that next year the programme is not made available until May when it can be printed with the full list of new committee members as appointed at the AGM.
2. Carol will amend the programme and send it by e mail to all members together with the newly updated list of Group Leaders. There will also be some available at the monthly meeting, also with the list of Group Leaders.
3. The Newsletter will let everyone know the programme will be available at the May monthly meeting.

IT/Publicity

Tim has purchased a new “clicker/pointer” for the screen at a cost of £30. This was agreed. The committee decided that any purchase over £50 cannot be made until the committee have discussed and approved.

Carol said that we now have no anti-virus cover on the laptop and she is looking at various options. We cannot make a decision and set up a standing order until the Bank has been changed. **Carol** will also look into the cost of a Hard Drive and USBs

Social Organiser's Report

Anne reported that at the coffee morning she asked for suggestions as to what social events members would like. As a result she has looked into various options. Upton Coaches have very reasonable day trips arranged which would be less complicated than organising our own. She is going to proceed with the Lion King which is being performed at Bristol on the 10 June at an inclusive cost of £77 for a matinee. The other excursion she is going to organise is

to Salisbury Cathedral and Mompesson House (National Trust). This will be on Tuesday 1 August at a cost of £17 for NT members and £25 for non members. **Anne** will send an e mail to members regarding these outings.

Group Co-ordinator's Report

The committee had read Karyl's draft e mail to the Group Leaders and felt it was very appropriate. **Karyl** will add a paragraph regarding photographs and social media and also inform them of the upcoming workshops and then send this out.

The Group Leaders needs updating on Beacon and **Jo** will show Karyl how to access the contact details on Beacon and amend.

Group leaders need to be informed that they must do a Risk Assessment for their members – this is a one off task. **Karyl** will deal with this in a separate e mail after her initial one.

Website

There were 1722 home hits – this is not accurate and Wendy still has to sort this. The newsletter hits were 146.

Chris has a list of Website changes to give to Wendy.

1. The Safeguarding Policy needs to go on the Website. Chris will amend the NO Safeguarding Policy and adapt it to suit our u3a. She will then send the draft to the committee for approval before sending to Wendy,.
2. The 2019 and 2020 Minutes will be removed from the Website.
3. When Wendy is sent the Minutes she needs to be asked to put them on the Website each month.
4. **Joan** will e mail the Nov 2022 and Jan, Feb, March and April minutes to Wendy to go on the Website.
5. The renewal form needs to be taken off.
6. Paul needs to be put on as Treasurer in the contact list instead of Eric.
7. Karyl needs to be added as Group Co-ordinator.
8. 2023 AGM Agenda to be removed.
9. Wendy must be informed not to put the 2023 AGM minutes on the Website until after the 2024 AGM.
10. The Data Protection Policy is on the Website but needs to be check against NO one and amended. This will be discussed at the next committee meeting.
11. Equality/Diversity also needs to go on the next Agenda.
12. Nomination Form needs to be deleted.

Chris will sort all these items.

Welfare

Usual cards have been sent. This will be discussed at the next meeting.

Newsletter

1. Lynne and Nigel would like reports in as early as possible and would prefer the Group Leaders do not wait until the deadline date. This month Nigel is compiling the Newsletter.
2. Inform members that printed programme and insert are now available at the May meeting and also being e mailed.
3. Feedback re speakers would be appreciated, together with suggestions and recommendations.
4. **Anne** will put details of the upcoming trips being arranged.

There being no other business the meeting was closed and the next meeting will be on Wednesday 7 June at 9.30. am.