

MINUTES OF EXE VALLEY U3A COMMITTEE MEETING HELD AT OLD HEATHCOAT SCHOOL COMMUNITY CENTRE ON WEDNESDAY 5 APRIL 2023

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

Paul and Karyl were welcomed to the meeting and everyone introduced themselves.

Paul will shadow Eric for a few months as Treasurer and today we co-opted Paul and Karyl to the committee by unanimous consent.

The Minutes of the last meeting were agreed and signed by the chair as being a true record. There were no amendments.

Matter Arising

Chris mentioned the success of the coffee morning and it was agreed that this be done annually as they are a good way of new members getting to know people and encouraging interest in coming to the monthly meetings and joining groups. In future we should produce some hard copies of the newsletter and the annual programme leaflet. Mike's suggestion of a phone call to the new members if the original e mail informing them about the coffee morning is not responded to and this was agreed.

Chair's Report

Mike said the AGM had been successful and well attended. The talk on Hearing Dogs was most interesting. Jo reported that they had contacted her to say that in total they had raised over £170.

The committee discussed the car parking problem at the OHSCC and Carol related the altercation she had had with a vehicle trying to access the disabled space she was keeping for the speaker. **Joan** will speak to Gail to see if they are intending to reintroduce parking restrictions at the centre.

Keeping It Legal Workshop

Jill and Chris had attended this via Zoom. It covered various aspects that we as a U3A need to abide by including Insurance, Data Protection, Equality and Diversity and many more.

Some important points were discussed.

1. Check lists (aka Risk Assessment). All groups must do an initial risk assessment, even if meeting in each other's houses, but this only needs to be done once.
2. When we have outings, any risks must be pointed out to all who are attending and a check list completed.
3. People who come to two monthly meetings without joining are covered by insurance.
4. If another outing is organised and outsiders come then they need to be asked to agree to a disclaimer on insurance so that they are aware they will not be covered in the event of an accident.
5. Data Protection – anyone who has died or left our u3a for any reason must be deleted from Beacon but records kept for 6 years if they have Gift Aided.

6. Photos are not allowed to be put on to Beacon, Website or any social media without the permission of the members. This must be mentioned at any gathering before any photos are taken so that everyone has the option to opt out of a photo. E mail can be sent out regarding this but it also must be mentioned at the start of a meeting.
7. Encourage Group Leaders to look on line to see what workshops are available to them.
8. Regarding Equality and Diversity – we must make reasonable arrangements to ensure all venues are accessible for all.
9. **Jill and Chris** will highlight all the main points of the workshop and e mail to the committee for further sending to members and Group Leaders.
10. Safeguarding policies will be reviewed and sent to Wendy for the Website after discussion at the next committee meeting.

Roles and Responsibilities

1. **Carol** will investigate anti virus protection for the u3a laptop and report back next time.
2. The Group Co-ordinator is the most important role which needs filling and Karyl is happy to do this. **Jo** will liaise with her to go through Beacon so that she will then have an updated list of the groups and Group Leaders. The existing hard copy of Group Leaders which is with the annual programme needs updating.
3. The publicity role will be left as it is at the moment.

Treasurer's Report

See attached. The balance to date is £4480.02 Balance after outstanding cheques have been paid in -is £4127.72.

Eric felt the new members meeting had been most successful. Re-imburements have been made to those who didn't attend SS Great Britain. **Eric and Paul** will arrange a meeting to get together to discuss the duties and procedures of the Treasurer's post.

Eric suggests that instead of trying to change the signatories on our existing account, it will be easier to change banks. This was agreed and he will get together with Paul and sort this out, with four signatories – Paul, Mike, Deborah and Chris. The suggested bank is Lloyds.

Membership Secretary's Report

There is one new member this month bringing our total membership to 212. 60 people attended the AGM. 163 newsletter hits on the website and 2112 total to the Homepage which Wendy is investigating by contacting National Office as this is by no means accurate.

The Annual Return to National Office regarding our total of paid up members is due **and Jill and Chris** will liaise to complete this. This then enables us to know how many members we have in order to pay the capitation fee to National Office.

Jill has reported back to National Office as requested regarding the popularity of TAM. She said that we have low take of TAM as there is little interest and the general consensus seems to be that it is boring and has too many ads. There are now only five members taking it.

Beacon Administrator's Report

1. There have been a couple of e mail problems which have not been resolved.
2. From 18 April there will be a new Log In for members access via the members Portal on the Website. **Jill** will put this information in the e mail which goes out with the Newsletter. **Jo** will ask Lynne to put this into the Newsletter.
3. Paul has received his Induction Pack as a new committee member including Beacon details. **Jo** will give Paul his access details which will initially be viewing access only and then full access after he has had time shadowing Eric.
4. **Jo** will give Karyl access as a Group Co-ordinator.
5. **Jo** will e mail them by the end of the day with their log in details and will liaise with them to arrange to meet up for instruction.
6. Jo mentioned that she feels we need deputies within the committee for the key roles, especially Beacon in view of her impending absence for three months. Carol is willing to deputise as Beacon Administrator and **Jo** will liaise with her at some point.
7. The Programme and the Group Leaders insert will be updated in time for the next committee meeting – **Carol** will e mail the current version to the committee and **Jill** will amend the Group Leaders list.

Programme Organiser's report

Nothing to report

Carol mentioned that some members are keen to have talks from people such as Police and Ambulance and this was noted. At the April monthly meeting there will be a two minute talk from Lynne about the Newsletter and in May Helen Booth will promote the World History group.

IT/Publicity

Nothing to report

Social Organiser's Report

The coffee morning has already been discussed.

The publicity attempts to get the Tiverton College and Blundells involved have so far failed although there may still be a reply coming from Blundells. It was agreed to put the publicity on hold for the time being.

Anne hopes to organise a summer trip and has various ideas such as Forde Abbey/Theatre Trip/Exmouth River Trip. It was decided that Forde Abbey would be a good choice for the first one and Anne will begin to organise.

Group Co-ordinator's Report

This has already been dealt with.

Website

Nothing to report

Welfare

Joan reported on the usual cards which have been sent.

Newsletter

Mike will contact Lynne and announce the appointment of our two new committee members. He will mention the success of the AGM. He will ask for ideas of what outings members would like.

Deborah mentioned that someone has suggested we review the amount advised for people to contribute when meeting in each other's homes. The cost of contribution to fuel was also mentioned. These will be discussed at the next meeting.

There being no other business the meeting was closed and the next meeting will be on Wednesday 3 May at 9.30 am.