



MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING 5jul22 by Zoom

V2

Present: Christine Chittock (Chair), Ian McLauchlin, John Hunt, Ann Newby, Olwen Smith, Lyn Homes, Steve Rixon from 14:35.

1, Apologies for absence

Alice Robson

CC welcomed everyone to our Committee Meeting and especially AN.

2. Any New Business

None.

3. Minutes of 7jun22 Committee Meeting

All agreed that they were a true and accurate account.

4. Actions from 7jun22 Meeting

1. Contact RM re- Budleigh in Bloom – CC had contacted RM who will follow this up when he returns from holiday. She had taken photos and IM had put a photo of our display in The Strand Exmouth on our FB Group. We are very grateful to Exmouth in Bloom for what they have done and the Committee hopes that they do well in the judging.
2. Include Fire Safety talk in July Newsletter – JH has done and a reminder will be sent to members on 6jul22.
3. Send dates for Group Leader 'thank you' to LH – LH had booked tickets and had sent out a note. She asked whether anyone else should be invited and names were suggested.
4. July Newsletter – include information on Christmas lunch – JH had done this and thought AR had worded her contribution well.
5. Contact SR re-ring fencing Quilt Raffle proceeds – CC had done this.
6. Write to A Hazell about Database Manager for current year – CC had completed this Action and all had been satisfactorily agreed.
7. Need for people to distribute leaflets in next Newsletter – JH noted that this also relates to his Action 9. and thought that this should be re-considered at future meeting, maybe sep22. **IM to note.**
8. Write to Mark Hazell confirming Independent Examiner role CC had confirmed this by email.
9. Look for info for production of u3a Information leaflet – JH had looked at the TAT Brand Centre and had circulated 3 templates. He thought that the tri-fold option was the best with more opportunity for customisation. The printing cost was discussed and LH had found that local printers prices for a tri-fold leaflet were approximately £132 for 500 and £147 for 1000 copies. Use of local printers was preferred. IM asked about content and JH was happy to work with LH on this and report back to the Committee before Open Day **Action JH, LH.** LH would discuss further under Item 5.
10. Put New Constitution, minus signatures, on website – IM had done this and also sent the Constitution to TAT and to the Charity Commission.

Notes for future Agendas were briefly discussed, bearing in mind the recent increases in the price of fuel. AN had considered Speaker's parking and travel expenses and would try to find out what other u3as were doing **Action AN**. This topic should be returned to on a future Agenda **IM to note**.

5. Groups Open Day

CC asked if we had established appropriate Pavilion seating arrangements. LH said that she had discussed arrangements relating to publicity with Deirdre Mackness (DM) and agreed that she should be given a free hand to continue with this work. LH mentioned that the event needed advertising and a budget agreed. AN was happy to devise a table plan. LH said that we should provide free tea, coffee and biscuits, estimated at £2 per head. All agreed with this proposal. LH thought that advertising in the local paper would cost about £150 while the cost of leaflets would be around £30-40. CC mentioned that it would be worth approaching the Journal with suggested wording about the Oct event as this would have no cost. There was the possibility of a radio interview and a Devon magazine entry too. DM was a good organiser and seemed happy to take on Publicity but not as a Committee Member. LH had only 14 or 15 Groups interested at the moment and intended to contact others by telephone. She thought the total cost would be around £275. JH mentioned the possibility of DM writing a piece for our FB Group and also Exmouth Community Group and possibly Google Ads. **Action LH/DM**. CC would like to see the wording before any text is published.

CC recorded the Committee's thanks to LH and DM for all the work they had undertaken on the Groups Open day.

6. Reports from Committee members

Secretary and Facebook – There were no questions. JH mentioned discussions about the compilation of an Audio- Video presentation for the 10th/40th Anniversaries compiled from the best of Zoom recording, video cam and still photos – see item 9.

Members – OS mentioned that she had received applications from 3 new members, one of which contained a Postal Order!

Groups – LH discussed the new initiative of Local Hubs and said that Topsham and Budleigh groups were the biggest and that Topsham was short of organisers.

Chair – CC had spoken with Monty, the Yoga Group tutor, and made clear that all Groups should be for u3a members only. CC thanked LH for her help in this.

Speakers – LH and JH thanked AN for her Monthly Meetings contribution to the Newsletter. JH mentioned that if Speakers were willing to provide him with a copy of any PowerPoint presentation before the meeting, that improves the quality of Zoom hybrid meetings. He asked if AN could ask speakers if they could provide this in her correspondence with Speakers. JH would provide AN with a suggested form of words **Action JH**. CC said that the 14jul Speakers would be wearing costumes and will ask The Pavilion technical people to make sure that the lighting shows that up. AN has heard that the speaker requires 18ft of table space and will be selling books. She will send IM and JH appropriate information for publicity **Action AN**.

Newsletter and Technical – CC said that there were a lot of members who'd told her how good and welcome the Newsletter was. JH said that he was keeping the Coffee and Chat sessions going throughout August.

New members – CC thanked Sheila Clarkson and LH for their efforts in holding New Member's meetings.

Social Sub-Committee – Again, CC thanks the Social Committee for all their work. LH mentioned that she had paid Stuart Line for the most recent event and expected 80 people on the September trip.

Chair – CC noted a forthcoming Devon Link meeting (16:00 20jul22) with representatives from other local u3as, though she couldn't attend. They'll be using our Zoom link and JH will be hosting and using Breakout Rooms for the first time. CC would raise the subject of parking and travel expenses and asked if any other Committee Members wished to attend. She also asked all to email JH/IM if they wanted any other topics raised **Action All**.

7. Role Description for Database Administrator

CC introduced this topic by referring to her circulated text and saying at the previous Committee meeting it was felt that this post should be a Committee/Trustee post as the Database Administrator (DA) had access to, and editing rights for, member's data. (Section 1 – General). AR had commented prior to the meeting that she thought that the Description was far too detailed. LH asked about Heart Internet (Section 3) and IM said that this was completely separate from Beacon and was the company that hosted the domain exmouthu3a.org.uk which in turn allowed us to use that domain in our u3a email address. OS queried Section 2.7 and felt that this should be deleted. All agreed. She also wondered whether Section 4 (Other) should be a different Responsibility/Role. It was agreed that Section 4 should be removed altogether as it wasn't a Database Manager's core function. Maurice Chittock (MC) was happy to carry on with Section 4's tasks for now. CC asked for agreement of the suggested changes and that the post should be a Committee Role. All agreed. JH added that the DA could change the data and so should be accountable and a Trustee. CC said that Nigel Day (ND) was interested in the post but didn't want to be on the Committee. IM suggested that he need not attend every Committee Meeting but should submit a Report to every meeting. CC asked LH to liaise with ND and that we should co-opt him as a trustee on the understanding that he will submit monthly reports and attend occasionally.

(SR joined the meeting at this juncture).

CC then raised the subject of equipment storage as we know that Melanie Parker wants to hand over this role. JH had placed an appeal in the Newsletter but had had no response. JH was willing to take the laptops and projector as a short term measure. LH wondered how often most of the equipment, apart from the laptops and projector, was used. Perhaps there should be an evaluation, including whether we needed to keep all of the items. JH suggested that this should be a separate discussion **IM to note for future Agenda**.

8. Treasurer's Handover

CC mentioned that we had agreed a budget of £250–275 for Groups Open day. Pavilion hire would be standard though extra costs would arise from catering and publicity and possible removal of Pavilion raised seating. SR checked that this would be a new category in the Accounts. SR had had a handover session with Richard Morgan (RM). The handover of Banking authorisations was the biggest problem. IM mentioned the outstanding Invoice for PAT testing and that delays in payment reflected badly on our u3a. LH asked whether we could send cheques and it was ascertained that OS and IM were authorised signatories. There were a number of other

Invoices outstanding including LED, Cranford Sports, Speaker payment and Coach trip. CC said that it was important to pay the LED Invoice for 9jun22 before our next Pavilion Meeting. OS agreed to prepare and post appropriate cheques and would arrange for IM to countersign these and also a small number of other cheques for future payments **Action OS/IM**. CC was aware that some Members would be leaving the Committee at the next AGM and so we should perhaps arrange Banking Authorisations among those remaining. It was suggested that LH be a signatory and all agreed. OS was happy to remain for another year.

SR raised the question of renewal of the Albion Court Hire Contract and will raise the matter with Keith Phillips **Action SR**.

9. Our 10th, and National 40th, Anniversary

CC reminded the Committee that we'd intended initially to show highlights of our 10th Anniversary event as part of the u3a 40th Anniversary Celebration. However, JH explained that, due to technical problems, the quality of some of our recordings was not good and we should perhaps consider compiling an Audio-Visual Presentation using the best available clips. All agree. IM would select the best quality samples from available recordings **Action IM**.

10. AOB

CC thanked everyone for their contributions today and over recent months. OS asked for a good quality photo of the Quilt which was being raffled, to avoid having to take the quilt itself to future venues and so avoid possible damage. CC agreed to send one of MC's photographs **Action CC**. OS said that we had sold 115 of the 1000 Raffle tickets so far. Proceeds were earmarked for an accessibility fund. CC asked that we should include Accessibility on a future Agenda **IM to note**. All were happy for future Committee Meetings to begin at 13:00hr.

11. Date of next meeting 13:00, 6sep22 by Zoom.

Ian McLauchlin, Secretary

date 10jul22

Signed:



Date: 7sep22

pp. Christine Chittock, Chair