

Present: Christine Chittock (Chair), Ian McLauchlin, John Hunt, Ann Newby, Alice Robson, Olwen Smith from 13:30.

1, Apologies for absence

Lyn Holmes, Steve Rixon.

2. Any New Business

IM mentioned the need for Committee members to sign the New Constitution. LH had left a prior note about Beacon sending copies of emails to her personal email address. Also, the need to discuss the Publicity vacancy.

3. Minutes of 3may22 Committee Meeting

All agreed the minutes.

4. Actions from 3may22 Meeting

1. PAT testing – IM had circulated a document detailing progress made on his search for someone willing to undertake the testing. JH thought that we should go ahead on the basis of IM's recommendation. All agreed. IM would liase with Melanie Parker and JH was happy to drop the laptop off with her.

2. Mention Social Committee vacancies at New Members' meetings – This is generally done and SC will contact AR on the topic.

3. Apply to EDDC for Raffle licence – IM had done this and also Raffle tickets have been ordered and delivered.

4. Inform CC when 10th Anniversary attendee numbers approached 150 – IM had done this and circulated a comprehensive spreadsheet with attendees details. We have a small spare capacity.

5. Progress with Budleigh in Bloom – CC had not heard from RM and will contact him – **Action continues CC**

Future Items – JH had considered the frequency of Newsletters and had concluded that the existing monthly arrangement (except August) was the most suitable. We should delete the topic from future listings **IM to note.**

AN joined the meeting having experienced difficulty with an Internet connection. CC welcomed AN as a new committee member and thanked her for showing an Interest in the role of Speakers' Coordinator and subsequently standing for the committee at the May AGM.

5. Reports from Committee members

CC mentioned, particularly for the benefit of the new Committee member, that she proposed only to take questions and not ask for a full report, as these had already been circulated.

Secretary and FB Report – There were no questions.

Treasurer's Report – SR was on holiday. CC would arrange a Zoom meeting, including IM, after his return to discuss handover from RM and what further needs to be arranged with respect to bank account access, outstanding invoices etc.

New Members Meetings – CC can attend New Member's Meeting on 21jun. SC has a conflicting meeting and so will not be able to attend the Pavilion meeting on 9jun so there won't be the usual link up table.

Newsletter/Technical – JH thanked IM and Ian Bateman for their forthcoming contribution to our 10th Anniversary entertainment Zoom production. He intended that an edited version of proceedings, incorporating highlights from the Zoom recording and from Terry Walsh's video camera recording, be produced later in the year to contribute to the TAT 40th Anniversary celebration. CC was happy with that proposal. The email to members before the celebration on June 9th will mention that anyone who wishes NOT to appear in any of these recordings should sit well back from the main activities.

CC said that AN, our new Speakers' Coordinator, doesn't want to deal with the Zoom meetings and CC is happy to continue with this. She mentioned the 'Fire' presentation to members in July and JH would include this in the next Newsletter **Action JH**. She thought that there was a definite need to continue our Coffee and Chat meetings on a Thursday morning.

OS joined the meeting.

Membership – OS said that we have had 32 new members since 1apr. A number of members had not yet paid but payment was on its way. She thought that we should easily reach 900 members this year.

Groups – CC discussed a 'thank you' session for Group Leaders. JH thought that August was a good month, before cheaper holidays started in September. CC will send possible dates to LH. **Action CC**.

Speakers – CC had discussed the position at length with AN and all was satisfactory.

Social – AR had nothing to add to her report. Tickets for events were going very quickly. She would like more helpers on her sub-committee. The date of the Christmas lunch was discussed. If before Christmas, possible dates get booked up rapidly. The Beacon hotel currently had 8dec22 available but we need to confirm that quickly. CC agreed that 8dec would be a good date, following our Dr Todd Gray talk on 'Christmas in Devon' – a bonus since all of that would fall in our 10th Anniversary year. All agreed that the date should be booked if possible and CC thanked the Social Committee for their work on that. Details could also go out in our July Newsletter **Action JH**. Also, book August for Group 'thank you' session.

Chair's Report – OS asked about selling quilt raffle tickets and drew attention to the need to 'ring fence' the proceeds as discussed previously. CC would contact SR to set up a suitable section in the accounts. **Action CC**. We also need to be sure we have details of each ticket purchaser and it was agreed that their phone number should be written on the raffle ticket 'stub'.

Database Manager – Alison Hazel has agreed to take on this role from apr23 when she retires. OS said that she could help a little in the meantime now her Membership work is reducing.

6. 10th Anniversary Arrangements

There were no questions though a few final arrangements were discussed and JH would add any extra information on these to the reminder email to be sent out the day before.

7. Roles of Committee Members

Chair and Secretary – CC pointed out that this was her last year as Chair and she will step down at AGM23. No-one had come forward as Vice Chair. IM noted that his tenure would end similarly. He suggested that we need to send a reminder of this to members. JH suggested that we could highlight this in Newsletters, and that we're only just coping as a Committee, with 3 current

vacancies and 2 Officer vacancies arising next year. After Christmas we could increase the urgency, pointing out that our u3a will cease to exist unless we can fill Committee vacancies.

Database Administrator – CC asked whether we should still advertise the Database Administrator Committee vacancy while we have a potential applicant next year. AR said that apr23 was a long way off and there may be a possibility that the offer made may, for whatever reason, fall through. CC will write to Alison Hazell and say that we still need a Database Administrator this year and will ask for co-opted Committee Members in the meantime **Action CC**. JH thought that this would need drafting carefully.

CC said that she had arranged a meeting to discuss the Treasurer's Role, and progress of handover, with SR and IM for 14jun.

Membership Secretary – OS said that she was happy to stand again and enjoyed the role though she would prefer to meet face to face.

Groups – CC would discuss with LH.

Speakers – AN, CC mentioned that we're due to have a Coastwatch speaker in 2023 a welcome return.

Facebook, Zoom and YouTube – IM said that he was happy to continue.

Website – CC said that Marion Ricketts had fulfilled this role since the inauguration of our u3a for which we are most grateful and that into her 11th year in the role Marion has indicated that she will step down in May 2023.

Publicity – CC had just heard from David Leyland, Devon Link Representative at a SW Region meeting and would pass on the fact that we need suggestions to help recruiting Committee Members. OS mentioned that New Members meetings were well appreciated. Even though Camilla Benyon was helping greatly by posting documents to members without email, we still need a Publicity Officer to liase with local media, produce and distribute posters (for eg. Libraries, Tourist Information) and generally contact local organisations. AR thought the lack of a Publicity Officer was putting additional strain on LH and that the Oct22 Group Organiser celebration couldn't take place without a Publicity Officer.

It was felt that individual local groups (Ella Young's idea) could help. AR thought we should try to let members know what our Committee does. CC thought we should try to get more people to distribute leaflets and this could feature in the next Newsletter **Action JH**.

8. Appointment of Independent Examiner

(AR left the meeting.) Mark Hazell is happy to be our Independent Examiner and all agreed. CC will write to him to confirm **Action CC**.

9. Paid Tutors

LH and CC will meet with the Tutor for our u3a Yoga & Men's Strength and Stretch and the Group Coordinator for Yoga on 13jun and explain that our u3a Interest Groups advertised on our website and in lists of Groups should be for u3a members only and not open to non u3a members as well. JH pointed out that there were insurance and legal issues and so there was no alternative. It was agreed that all u3a Groups should comprise only u3a members.

10. AOB

JH discussed the possibility of a u3a information leaflet – e.g. an A4 sheet folded in 3. We could adapt TAT and other u3a examples. JH thought that we should aim to produce this by sep22 and

will look for information nationally **Action JH**. CC may be able to add this requirement to her input to SW Region discussions.

IM would arrange for the New Constitution, minus signatures, to go on our website **Action IM**.

11. Date of next meeting 13:00, 5jul22 by Zoom.

Ian McLauchlin, Secretary

date 19jun22

Signed:

A handwritten signature in dark ink, appearing to read "Ian R. McLauchlin". The signature is written in a cursive, slightly slanted style.

Date: 7jul22

pp. Christine Chittock, Chair