

**Exmouth & District u3a
Minutes of Committee Meeting
Held on Tuesday 3 January 2023**

Present on Zoom

Christine Chittock (Chair), Lyn Holmes, Steve Rixon, John Hunt, Ann Newby,
Alice Robson, Olwen Smith
Non-Committee: Alison Jackson (Succession planning), Brenda Craig (Minutes)

Apologies for absence

None

Any New Business

None

Minutes of Committee Meeting held on 06 December 2022

Agreed by all present as a true and accurate record.

Succession Planning

Slides were shared with committee members and roles for Core Committee Officers were discussed.

Chair and Secretary

At the time of the meeting, there had been no proposals for these roles. However, some confidential enquiries had been received by LH, and there is some confidence that these two roles will be covered by the next AGM. It was agreed that another email should be sent to members to campaign further for possible applicants for these roles.

Action LH/CC:

LH to provide names to CC if/when the enquirers wish their names to be forwarded. CC then to make contact with enquirers to explain the roles in detail. Further email to be sent to campaign for applicants.

Minutes Secretary

AJ stated that as the separate role of Minutes Secretary is a 'once a month' defined role, it may be easier to find a member to take this on.

Vice Chair

LH agreed to stand for this role.

Treasurer

SR agreed to stand for this role again.

Assistant Treasurer

SR to send an email to members in January regarding this role, as previously agreed.

Action SR: Send email end January

Groups Coordinator

LH to combine roles of Vice Chair and Groups Coordinator, should a Core Committee be adopted by the new Committee after the AGM in May 2023.

Assistant Groups Coordinator

It is hoped that Lynda Rixon will take on this role. At present, this will be a non-committee position, as it was brought up that, with SR being Treasurer and LR being his wife, there may be a conflict of interest. SR did not see any conflict of interest but accepted the majority committee decision. The Assistant Groups Coordinator role could be co-opted onto the Committee at a later stage if it were beneficial to do so.

Hubs

LH will continue to monitor and support the hubs at present as these are very important.

Annual u3a Tea, Membership Checks and Organisation of Meeters & Greeters

Shirley Reid is happy to cover the above as a non-committee member. She will be the lead for the Meeters & Greeters, with OS on hand for advice.

Action OS: Contact SR at the end of January.

Social Committee

AR confirmed she is happy to continue as a Social Committee member.

New Members

It is hoped that Sheila Clarkson will be happy to continue with new members, but at the time of the meeting, this needed to be checked with SC.

Action LH: Liaise with SC

Venues

BC agreed to update/add to venue information.

Beacon Training

Following a suggestion from OS that a place is reserved on Beacon Training for the Treasurer and Vice Treasurer, SR confirmed he had already made, and had confirmed, this request.

Membership Secretary

OS confirmed she is happy to continue in this role but advised that this will be her last year. She also advised that there had been interest from some members to take on this role when she stood down.

Communication & Technology

JH provided members with an updated list of possible people and roles to cover technology functions in the future and, referencing the possible Core Committee, stated that AJ had summarised this role brilliantly.

Newsletter

LH confirmed that Nigel Day would be happy to be involved in the Newsletter if produced in a text-based bulletin style. It was agreed that an email should still go out requesting a member for this role but ND would take on the role in the event it was not filled.

Action: LH to discuss with ND before email is sent by JH.

Assistant Newsletter editor

Action JH: to send out email about role to advise general function.

Non-email Communication

- OS advised she will contact Camila Benyon re CB's present role regarding non-email items, i.e., printing and posting for those members that needed hard copies.
- An assistant is needed as back-up but LH will cover this at present, reflecting current practice.

Action OS: Contact CB

At this stage of the meeting, AJ suggested it would be a good idea to get key people in place and subsequently those key people could contact members prepared to assist them, as they may have prior knowledge of those that have indicated an interest.

Website Manager for Content

- Ian McLauchlin has agreed to cover this role, with JH acting as deputy, when Marion Ricketts steps down.
- JH advised that Graham Wood is enthusiastic to be involved in the setting up of website processes, but not the maintenance of websites.
- At the time of the meeting, CC advised that both she and JH were attending a Zoom meeting that Friday to discuss the practical aspects following recent challenges with the u3a site builder.

Monthly Meetings Team

- AN has liaised with Barbara Norton who has volunteered her services, though not as lead, to help with the monthly meetings.
- A lead is still required and JH offered to send out a general email on this. The lead is needed for liaison with the Pavilion.

Actions:

JH to send email

CC and AN to meet up with BN before the next monthly meeting.

Speaker Photos

CC stated she would be happy to continue taking speaker photos if nobody else wished to but, for the first couple of months, would leave the new Chair to decide any action on this.

Youtube Administrator

JH to lead with IMc as assistant.

Pavilion Zoom Streaming

- Member interest needs to be sought for this. CC confirmed IB has offered to stand in if necessary to help out. JH is happy to continue as advisor but not hands on.
- CC commented that any email sent needs to be clear that training will be given on technical roles.

Beacon Administrator

- JH advised, for the slide, that as Beacon and Database are interrelated, the role of Beacon Administrator would cover both Beacon and Database.
- CC has liaised with Alison Hazell. AH is willing to stand as a committee member and confirmed a specific interest in database. MR had confirmed to CC that it was her understanding Alison would stand. MR is happy to stand down but will be available for assistance and back-up. At present the Database Administrator is not a committee role. However, CC confirmed that, with the current constitution, this could be brought forward to be a committee member role.

Action CC: to speak to Alison further.

Current Constitution and committee members

- JH confirmed that the current constitution allows for 15 committee members. Therefore, there is room for an overall Communications Technology role on the committee.
- CC reiterated that the new Chair and Committee would ultimately decide on the organisation and running but under the current constitution members could put themselves forward as a committee member.
- There followed a strong discussion on succession planning between having solely a smaller Core Committee of 7, with helpers for the core roles growing into the Committee, versus having a Core Committee plus extra non-specific role committee members who could grow into the various roles to ensure continuity. It was acknowledged that it had been a real challenge recently to fill Committee roles.

- CC advised papers should still be sent out for members to nominate themselves for the committee and then the current committee could pass on recommendations with portfolios to the new Chair and committee for their endorsement.

Discussions also took place on the following:

- Should the new Chair join with a new confirmed structure in place from which to make changes or should any new structure be decided by the incoming Committee.
- In the event of a Core Committee, would Core Committee members filter down to other committee members agreed actions or should all committee members have the opportunity to have input into proposed decisions.
- If members requested to be on the committee and this was agreed, where would they 'sit' in the structure.
- Following the difficulty in finding members for the Committee, AJ had put in a lot of hard work on the option of having a smaller Core Committee. That premise had changed very recently and therefore, should the idea of a small core committee remain with agreed specific committee roles or should there be an enlarged new committee with non-specific roles, following the willingness of people to stand now.
- How should nominations be sought leading up to the AGM? Should nominations be sought for specific roles and general committee members. A great number of members wish to help but do not want to be part of the committee. Would possible committee members be lost if an interest is shown in becoming a member and this is not encouraged.

During these discussions, the following was noted:

- Both AN and JH stated that they agreed with the idea of a Core Committee.
- CC felt strongly that, as with previous discussions, Database should be a definite Committee role due to the importance of access to a large amount of members' personal data. LH agreed.
- It was noted that some previous members had become part of the Committee but did not hold specific committee roles. LH advised she would have discussions with non-committee members to see if there was any interest and report back.

Action LH to have discussions with non-committee members

- AJ asked for agreement or otherwise on going forward with the Core Committee work and, if going forward, to maintain that decision. CC reconfirmed that the recent hard work completed by everyone and particularly by AJ regarding the Core Committee was greatly appreciated and that all comments were welcomed for discussion. All confirmed appreciation for AJ's work.
- An explanation of the Core Committee could be produced for members; to be discussed at the next meeting.
- The current constitution requires 4 main Officer roles. JH suggested 4 Officer committee positions and 3 other non-officer committee positions, advising what they are for.

Timing of emails

JH advised there was a need for sequencing emails. These were agreed as follows:

Week 1: JH to send email at the end of the week in which this meeting was held, to include the publicity element.

Week 2: Reminder for Pavilion Meeting

Week 3: (end January): LH email

Early Feb: SR email and OS membership renewal reminder

Also Feb: LH Groups update

AGM Planning

- CC provided committee members with proposed plans/agenda for the next AGM on 11 May 2023, including dates by which the 1st and 2nd Bulletins needed to be sent out, i.e., 1st Bulletin by 24 March 2023 and 2nd Bulletin by 12 April 2023
- SR advised he was unable to conclude a piece of work until levels of expenditure, not yet recovered, are known.
- AN confirmed speakers are roughly the same as last year.
- LH voiced her concern that if too much money showed in the bank account there was a possibility that the money could be taken away by the Charity Commission.
- SR confirmed the bank account was looking healthy and that the last 5 years' balance had been about the same. It was recognised that the account was carrying too much money, despite some events being provided free to members. However, keeping membership fees the same would not reduce the bank balance very quickly and OS confirmed that any change in fees always took a long time to settle. It was agreed urgent action was needed to reduce this balance.
CC advised this would be the first topic on the agenda for the February meeting. She also confirmed that Exmouth u3a has one of the lowest subscription rates across the UK and a free monthly meeting.
- JH confirmed that there was a deadline of the March 2023 committee meeting for any decision to be made.
- SR asked to be advised if there were any proposals to spend over £100.

Actions

CC Email the Pavilion for 2024 fees.

All: Send to SR indications of costs not yet recovered.

February Committee Meeting

- First items on the agenda will be the May 2023 AGM and Finance.
- The Chair's role description needs agreement.
- Action points need a definite decision at this meeting as follows:
 - a) Who is going to send out info?
 - b) Who is going to take minutes at the AGM?
 - c) Are votes to be recorded precisely or by a raise of hands?
If votes are recorded precisely at the AGM, will Meeters and Greeters follow last year's process by being allocated to specific rows and counting votes as hands are raised, recording them on a form and handing them in to be counted?
- Discussion on adoption of the new Core Committee structure of 7 members by the current committee.

AOB

None

Date of Next Committee Meeting

Tuesday 7th February 2023 at 1pm

This meeting will be held on Zoom