

**Exmouth & District u3a
Minutes of Committee Meeting
Held on Tuesday 6 December 2022**

Present

Christine Chittock (Chair), Lyn Holmes, Steve Rixon, John Hunt, Ann Newby,
Alice Robson

Non Committee: Alison Jackson (Succession planning), Brenda Craig (Minutes)

Apologies for absence

Olwen Smith

CC opened the meeting and thanked LH for organising the venue and BC for agreeing to take the minutes.

Any New Business

None

Minutes of Committee Meeting held on 25 October 2022

Agreed by all present as a true and accurate record

Succession Planning

- Committee roles becoming vacant in May 2023 were discussed in detail.
- The roles of Chair and Secretary were highlighted in particular as being vital to the continuation of Exmouth u3a. Some interest in the role of Chair had been shown in response to LH's email to all members.
- A new role as Assistant Groups Coordinator has been created and filled by Lynda Rixon. With LH taking on the role of Vice Chair, it is hoped that in the future Lynda will be able to take on the role of Groups Coordinator currently held by LH.
- It was agreed by all that recruitment for the Publicity Team should be put on hold at the moment.
- Pavilion Zoom streaming: JH advised this is a highly technical and specialist role and at present there is no replacement for him when he stands down.
- The role of Beacon database administrator was discussed, with a view to possibly sharing the role. It was agreed that Melanie Parker is doing an excellent job.
- SR suggested asking group leaders to mention vacant roles to their individual groups. All agreed.

Main Actions

- CC to liaise with Ian Bateman re acting as back up for Zoom streaming.
- LH to send follow up email to all members in December 2022 and January 2023 regarding vacant roles and ask Group Leaders to mention vacant roles to members.
- SR to send email in January 2023 regarding an Assistant Treasurer role.
- JH to sound out members for the following four currently important roles: Newsletter Editor, Speakers Coordinator, Pavilion Zoom Streaming Coordinator and Communication Technology.
- Committee members to produce a progress report in January 2023 for all roles to support the Committee.
- Further discussion on Succession Planning to take place at the January 2023 Committee Meeting.

AGM

- The next AGM will be held on 11 May 2023 followed by an audio visual presentation by Ian Bateman.
- For the 2024 AGM, Alex Ledger has been booked as speaker.

- JH confirmed the quorum required has been reduced to 10%, which equates to approximately 100 people or more.
- CC advised the following:
 - a) First bulletin to be sent out by the latest 24 March 2023
 - b) Second bulletin to be sent out by the latest 12 April 2023
 - c) Closing date for nominations: latest 11 April 2023
 - d) Nominations for committee roles can only be made by paid up u3a members.
 - e) Voting will only take place in person at the AGM. No votes will be accepted in advance.
 - f) The AGM can be streamed on Zoom but no votes will be accepted from those attending on Zoom. However, in the event the AGM has to be conducted solely on Zoom for Covid reasons, votes will be accepted from Zoom attendees. All agreed.
 - g) AGM information will be sent to members by email, and by hard copy to those requiring one. At the time of the meeting nobody had been allocated to this task.
- Yearly Subscriptions: A decision on any increase needs to be made by the committee by early March 2023 so that it can be sent to the membership in good time as it has to be implemented a year in advance. Therefore, any increase in subscriptions would be for 2024/25.
Action SR: Advise any necessary increase.
- Raffle drawn at June 2023 Monthly Meeting: Money to be allocated to accessibility.
Action: New committee for discussion.

The AGM to be discussed further at the January 2023 Committee Meeting.

Website

- u3a nationally has had challenges with the website, with many u3a websites affected. While these challenges exist, JH has set up access to all the u3a Exmouth information through the Connect and Learn site. CC thanked JH for his excellent work on this. It was agreed by all present that it would be preferable to wait and see whether the ongoing technical issues were sorted out, rather than set up a new website from scratch at this stage.
- Pat Testing: Undertaken yearly. Next testing date: June 2023

Renewal of Policies – Complaints, Disciplinary & Grievance

- Unless there are substantial changes to the above policies, it was agreed by all present that the next review date will be November 2025.
- For the future, a three-year renewal period was suggested for policies.

Reports from Committee Members

Membership

- CC thanked OS for her Membership Report. As of 1 December 2022, there are 995 members. Membership has slowed due to the recent website difficulties.
- OS provided an audit of items currently held at Albion Court.
- AR reported on the success of the u3a Budleigh Salterton Hub Group and reported that some members have difficulty getting to monthly meetings in Exmouth. CC noted that many members are based in the Budleigh area, which does not have good transport links, making attendance at Exmouth meetings a challenge. CC will consider the possibility of some future meetings being held in the Budleigh Salterton Public Hall, although it was noted that the capacity of this hall is less than that of the Pavilion.

Speakers

CC thanked AN for her work obtaining speakers and requested from AN for the committee, a list of speakers and their costs.

LH requested an updated list of forthcoming speakers for new members.

Newsletter & Technology

- CC thanked JH for his report.
- The December/January newsletter has been circulated. All members involved in contributions and printing/circulation of the newsletter were thanked in JH's report. Deadline for receipt of copy for the February edition is 24 January 2023.
- Streaming on Zoom: Monthly meetings at the Pavilion and Coffee & Chat meetings continue to be streamed and JH will continue to host/facilitate these until June 2023.
- Next member presentation: 22/12/2022 John Petty 'A Weird Day Out'.
- Facebook Group: 335 members and 161 posts in the last month.
- Exmouth & District u3a YouTube channel:
A new clearer link (handle) has been created.
47 videos have been posted with 3,817 views since the channel started on 7 March 2021.
Presentations by Ian Bateman and Ian McLauchlin are now available.
The top three most viewed videos are 'The Hills of Devon', 'Things to do with a crisp packet' and 'Exmouth & District u3a'.
- Exmouth & District u3a Connect & Learn website:
An increase in user numbers over last month by 51% to 160.

Treasurer

- Bank signatories were confirmed to the Committee.
- SR requested advance notification of forthcoming expenses.
- Committee confirmed payments to speakers are made after the event.

Actions following reports

CC: Consider future event location for Budleigh members.

JH: Provide current equipment inventory for February 2023 meeting.

SR: Check length of time equipment legally needs to be kept.

AN: Send CC speakers and costs list.

Send LH updated forthcoming speakers list.

All: Ensure SR advised in advance of expenses

A short discussion took place on whether to use the Pavilion for every meeting. The Pavilion needs a 12-month commitment, the cost is substantial and may increase. Speakers have been arranged up to June 2024.

CC: To talk to Lyn Goulder, Events Manager at the Pavilion re future bookings

AOB

None

Date of Next Committee Meeting

Tuesday 3rd January 2023

Radcliffe House, Burnside, Exmouth, EX8 3AH