

Exmouth & District u3a
Minutes of Committee Meeting held on Tuesday 25 October 2022 on Zoom

Present: Christine Chittock (Chair), Steve Rixon, Lyn Holmes, John Hunt, Ann Newby, Alice Robson and Olwen Smith.

- 1. Apologies for Absence:** None.
- 2. Any New Business:** None.
- 3. Proposed input from Alison Jackson, u3a member**

CC welcomed AJ back to the committee, and invited her to give a PowerPoint presentation on her initial thoughts about possible future plans and succession planning for the committee. She suggested two broad approaches: a much larger committee, or a smaller Core Committee with several 'sub-groups' or 'operations team'. After discussion, the initial consensus of the committee was that the second option would be preferred.

She then presented the rest of her slides which set out some possible views of what this could look like as examples. Committee members expressed their initial reactions, but it was agreed to keep an open mind at this stage. AJ stressed that this was a just a starting point and it was agreed that committee members would need to reflect on this, and then AJ would be willing to carry out individual interviews with each committee member with a view to getting consensus by the end of November.

In answer to the three questions raised in her last slide:

- The committee was happy with this approach and would like AJ to continue with this work.
- Committee members would find time to have individual interviews with AJ to express their own views about this.
- It was a sensible idea to identify someone who would own and lead the recruitment in terms of gathering all expressions of interest, arranging shadowing, and fitting people to roles. This person should be someone who was staying on the committee after next May, and it was suggested that this could be the Vice-Chair.

It was agreed that:

- JH would circulate a copy of AJ's slides that evening to allow committee members to reflect further on this. **Action 1: JH**
- JH would send committee members' contact details to AJ that evening so that she could make an early start on arranging times for interviews with each individual committee members, to be completed before the mid-November. **Action 2: JH and AJ**
- SR would arrange a date for the committee and AJ to meet before the end of November to consider findings and agree action to be taken next. This would be an in-person meeting in a local location. **Action 3: SR**

CC thanked AJ for such a useful presentation, and it was agreed that AJ could remain on the committee as an observer.

4. Minutes of the Committee Meeting held on 6 September 2022

CC asked the committee if the minutes were a true and accurate record. SR (who could not be present at the last committee meeting), wished to ensure that the report he had submitted to the committee relating to the purchase of equipment for the Pickleball Group was minuted. He wished to place on record that his personal view was that as Treasurer he was opposed to our assets being used for this purpose. He also said that he was unable to store historic

records himself, but he would be able to identify a secure external storage area for this purpose (and possibly also for other u3a papers and equipment). All agreed that the minutes of the last meeting should be amended accordingly. **Action 4: new secretary**

5. Action sheet from 6 September 2022

- Melanie Parker had agreed to take on the Database Administrator role and the Committee wished to record its thanks to her, and recognised how well she was doing this.
- The photos of Groups had been sent to CC.
- The piece on the Groups Open Day had been written by CC, and there was a good connection with Adam Manning in the Exmouth Journal and also publicity on East Devon Radio including an interview with CC on 6 November
- JH had arranged for the tri-fold publicity leaflet to be printed and these had been available at the Open Day. This needs to be discussed at a future meeting. **Action 5: LH**
- SR will send out a detailed financial report to the committee for its next meeting, covering the first six months of the financial year. **Action 6: SR**
- Bryan Webb had been thanked on behalf of the Committee for his report on the benefits of our Thursday morning Coffee and Chat Zoom sessions.

6. Vice Chair and Assistant Treasurer

Vice Chair: LH indicated that she would like to take on this role, as she feels CC needed some more help. She confirmed that this would be in addition to all her work as Groups Coordinator. This was agreed unanimously and LH was thanked for offering to do this. In this role, LH would take the lead on recruitment, and this would be announced at the appropriate time. It would be emphasised that we are still looking for a Chair from May 2023. **Action 7: CC and LH**

Assistant Treasurer: This had previously been advertised in the newsletter and an individual email had been sent to all members. It was agreed that we should move forward and actively search for an Assistant Treasurer. SR will check the role description is still appropriate, and SR will send out an email about this direct to members shortly. **Action 8: SR**

7. Secretary's resignation and succession planning

CC had included a Stop Press at the end of the October newsletter announcing IM resignation and expressing appreciation on behalf of the committee for all his hard work. She had sent a handwritten letter of thanks to IM, and some members had also written to him individually. Meanwhile JH will send out emails to members until a new secretary is found. CC had approached Keith Phillips to see if he could help out on the short term, but he had health problems, and CC would send a card to him on behalf to the committee. **Action 9: CC**

JH was minuting this meeting as a one-off. LH would approach the person who had offered to take minutes in the future. This would be at face-to-face meetings. LH would be willing to accommodate this meeting at her house (and the extra meeting with AR). Other venues included Exmouth Library and the Public Hall at Budleigh Salterton and Albion Court. **Action 10 LH**

JH had offered his own paid Zoom Pro account for the u3a to use at no cost to the u3a up until June 2023, as IM will be ceasing the u3a account with effect from the end of October. This will save the u3a £14.39 per month.

Other succession plans:

- CC confirmed that she will be standing down as Chair at next year's AGM in May.
- SR confirmed he will be continuing after May.
- JH confirmed that he is standing down from the committee and as Newsletter Editor from the AGM next May. As he mentioned in his report to the committee this month, from next May he will also be relinquishing his responsibility for hosting Zoom meetings on Thursdays (including responsibility for live streaming of the monthly meeting from the Pavilion), and also relinquishing responsibility for the equipment required to do this and for the other equipment currently stored in his loft. He confirmed that if it be the wish of the new committee, he would be willing to continue with his responsibilities for the u3a YouTube channel and assisting with the u3a Facebook Group. He would also be willing to take over the responsibility for the u3a website from Marion Ricketts when she relinquishes her responsibility for this from next May if nobody else volunteers to do this.
- AN confirmed that she would be standing down from next May. She has already arranged some speakers for 2024 and plans to complete the programme for the whole year by the time that she stands down.
- OS indicated she is happy to remain on as Membership after May, but she thought perhaps that will be her last year.
- LH confirmed that she will be staying on.

8. Finance update

- SR reported that he now had access to the Lloyds bank account (with chequebook and card reader) and correct access to Beacon to update ledgers. Access to HSBC has not been resolved but was not a problem at the moment.
- If committee members want anything from RM, please let him know. SR needed the current cheque book and receipts and needs to know who the authorised signatories for both bank accounts are. We also need the card and card-reader back from IM, and OS will contact him.

Action 11: OS

- SR reported that our bank positions are in a healthy position, with £6,741.88 in the Lloyds bank account and £9,011.54 in the HSBC bank account. Beacon now has all the cheques registered in this.
- One speaker had asked for their fee to be paid to a charity. Our practice in the past is to give the fee to the speaker and then they could pass it onto the charity (OS noted that this is covered in PIN 12 and PIN 14)
- SR was also checking nationally about insurance for cancellations of events. **Action 12: SR**
- LH will be made an extra signatory for cheques. **Action 13: SR**

9. Renewal of policies

Equipment

JH offered to update this list of items in the appendix, to include any new items such as microphones and card readers, so that this responsibility could be passed across next May.

Action 14: JH

Data Protection

CC queried the reference to the fact that this policy is available in a folder at monthly meetings. This does not happen at present. This is unnecessary as the application form

covers the main principles involved. It was agreed that CC should strike this reference out of the policy, and the revised version can then be uploaded on our website. **Action 15: CC**

Privacy

CC said Appendix A related to NHS Track & Trace. This is not now current and so it was agreed that Appendix A can now be removed, and CC will ask for an updated version without this appendix to go on the website. **Action 16: CC**

10. Reports from Committee Members

CC thanked members for their reports, which were noted, especially the report on the very successful Groups Open Day. A photo of this had now been posted on our website.

OS reported that we have now reached the landmark of recruiting our 2,000th member. It was agreed we should celebrate 2,000 members, but not highlight the individual member. LH reported that we were at the level of 1,000 members five years ago, and so we had kept up our rate of recruitment of new members in spite of the impact of Covid.

JH suggested that we do not have a newsletter in January but have a combined issue for December and January. Instead CC could send a direct email to members at the beginning of January about our succession plans. **Action 17: CC**

CC will be writing to the National Trust to conform arrangements about the tree-planting in late November. **Action 18: CC**

11. Hosting u3a Devon Quiz – Autumn 2023

We will be hosting this next year, and the new committee will need to identify a suitable venue. The RAFA Wings Bar was suggested as a possibility (a good location with the opportunity to promote green travel). CC will contact the Quiz Group with this suggestion. **Action 19: CC**

12. Date of next meeting

December: This will be on Tuesday 6 December. It was agreed AJ will again be an observer. This will be an in-person meeting. (Since the committee meeting this has been confirmed with a 14:00 start.)

January: CC suggested that the January meeting on 3 January would just confirm minutes of the December meeting and the rest of the January meeting will concentrate on AJ's report and the follow-up action required. This was agreed.

It was noted that the special New Members meeting will take place on 2 November at the Royal Beacon Hotel. CC agreed to write and thank Sheila Clarkson for arranging this. **Action 20: CC**

CC thanked JH for writing the minutes on this occasion.

Minutes by John Hunt, Committee member

Signed: pp *C A Chittock* Chair 5th December 2022