

Present:

Mike Turff (Chair), Lyn Holmes, Olwen Smith, Olivia Pyne

Apologies for Absence:

Alice Robson

1. Welcome and declarations of conflict of interest

MT opened the meeting and welcomed all. There were no conflicts of interest.

2. Minutes of the last meeting

2.1 These were approved and signed as an accurate record.

2.2 Matters arising/action list

Mt has investigated and a committee member may miss a maximum of 6 meetings before action needs to be taken.

3. Pavilion arrangements for Thursday/future bookings

On Thursday MT will introduce the speaker. If the new organiser (Jane Stephen) is in attendance, he will introduce her. In future she has indicated that she is willing to do this. There is no meeting in August. The Welcome Back session is booked for the 5th September. The Jan/Feb 2024 sessions will take place in the Ocean due to Pavilion repairs. The 2024 and 2025 dates for the Pavilion have been agreed. (This section includes agenda items 15 and 16).

Action: OP to confirm booking with the Paviion.

4. Group Lists

MT and LH have held a constructive meeting with Alison Hazell regarding data security. They will be meeting with John Hunt later in the month. It is essential that people understand how to contact groups and how group leaders verify that they are members.

Action: LH to talk to John Hunt further about protocol of security. This will be an item on the next agenda.

5. Abusive emails

The committee agreed that a warning will be issued to an unnamed person regarding unacceptable/abusive emails. Should these continue a formal complaint will be made.

Action: MT to issue a written warning.

6. GDPR

All unnecessary access to the website/Beacon should be removed. Old forwarding addresses should also be removed. Melanie Parker has agreed to be the back-up Data Manager in case of emergency. It is felt that the committee should meet more regularly with non-committee members who undertake considerable responsibilities within the organisation.

Action: MT to further discuss with Alison Beacon access.

7. Newsletter

This has been well received and there have been many congratulations. The initial proposal is to start with MT chat, followed by details of the meetings for the next two months. This should include reference to the talk being streamed. Then should be group details, reports of social activities and should conclude with reference details.

Action: LH to meet with Rachel Cockell to discuss the new format.

8 Post Graduate request for help

This was sorted prior to our receipt of the request.

9 Finance

The committee unanimously proposed that OS should take up the role of Treasurer. An assistant treasurer is still required.

Action: MS and OS to set up on-line access to Lloyds Bank. Once this is done the other financial processes can be activated.
LH to pay printers tomorrow.

10 Publicity

All information to non-email members will continue to be sent. There will be occasional articles in the Exmouth Journal and local magazines. The committee agreed that we do not need to actively seek new members but would welcome any that approached us.

Action: MT to find out cost of a PO box.

11 Website/points of contact

Dealt with in 4 and 6 above.

12 Membership

Nigel Day and Pam Turff have agreed to take over membership. OS will discuss the details with them.

Action: OS to set up a meeting with Nigel and Pam.

13. Reports from Committee members

Reports were circulated prior to the meeting and discussed. MT will attend the next new members meeting on 21st July. OS/OP will attend on 22nd September. Sheila wishes to step down from this responsibility. Consideration will be given to the Meet and Greet group also being taken over by someone else. Alice has temporarily stepped back from the Social Committee but two new members, Pam Day and Elaine are to be asked to do the newsletter write up and possibly join the committee.

14. Mobile Phone

MT has researched this and the business option is the preferred one. Action will be taken when all the financial arrangements are finalised.

17. AOB

- 17.1 OP now has a fob for House-It and advises that there are 2 boxes of files and 1 amplifier/microphone set in the unit.
- 17.2 MT advised that a corporate discount is available for u3a members at the Cranford, LED Leisure centre and other places. This will be mentioned in the newsletter.

18. Date of Next Meeting

This will be 12th September 2023.

The meeting closed at 15:33.