

## **MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 1 OCTOBER 2019**

Present: Sandra MacQueen (Chair), Keith Phillips, Lyn Holmes, Olwen Smith, Camilla Benyon. Christine Chittock, Maurice Chittock.

1. **Apologies:** Richard Morgan, Sheila Clarkson

### **2. Minutes of meeting held on 3 September 2019**

These were agreed without amendment and signed by the Chair.

### **3. Matters arising from the action sheet**

Keith to supply information to Richard for the asset register. **Action: Keith**

Richard to chase up TAT about documentation for registered charities. **Action: Richard**

Sandy to invite a representative from Age Concern, Budleigh, to a future meeting. **Action: Sandy**

With regard to holding a basic IT training session, John Hunt has supplied some very useful information on the Connect and Learn group site and circulated details to committee members. It was agreed to thank John for his support and invite him to a future committee meeting. **Action: Keith**

Sheila, Christine and Keith met to consider a survey of members. Christine has supplied information on a survey company used by the Exmouth photographic for further consideration. The costs are not known. Keith and Christine are not able to devote much time to this but are willing to assist. It was suggested that the survey could concentrate on group organisers **Action: Sheila**

There was a discussion about membership renewals and it was agreed to review methods of payment with a view to reducing cash and cheque payments and to make it simpler. **Action: Richard/Maurice**

It was agreed to take no action regarding changing the date of the committee meeting.

### **4. Reports**

Reports (previously circulated) from Christine, Sheila & Lyn were noted, for filing with the minutes.

The following points were noted from the reports:

- Lyn reported that the 60 tickets for the Christmas lunch had been sold . The menu had been included in the newsletter. There are a few issues with the Royal Beacon which the social group will deal with. **Action: Lyn**

- Lyn has contacted those members who receive the postal newsletter and provided details to Maurice and Richard.
- Maurice reported that there are 926 members with only 25 not on email.
- Christine supplied details of the speakers for 2020 and some of those booked for 2021. In view of recent technical issues, speakers can now send their presentations in advance to Chris at the Pavilion.
- Christine will invite Wendy to the next meeting in connection with the January entertainment. **Action: Christine**

## 5. Cyber Crime and Scams event

Nothing further to report at this stage.

## 6. Succession planning

Sandy confirmed that she was willing to continue for a third year. Maurice said he would remain as the database manager.

There are a couple of proposals for a groups coordinator with Nigel continuing support.

The suggestion to approach organisers to raise with their groups and also to invite 2 or 3 organisers or group members to attend committee was mentioned again.

After discussion the following were agreed:

- Lyn to meet Nigel. **Action: Lyn**
- Camilla to speak to a member who had attended a committee meeting. **Action: Camilla**
- Update secretary's 'job profile'. **Action: Keith**

## 7. First Aid training

Sandy to contact St John ambulance. **Action: Sandy**

## 8. AOB

Keith mentioned a forthcoming TAT course in Exeter on Communications and agreed to circulate details. **Action: Keith**

Keith suggested a 'good news' section in the newsletter for member announcements such as weddings, significant anniversaries etc.

Keith mentioned that there is no Committee meetings in December and also that he would be away for the February one.

**Next meeting: 5 November at Albion Court. 14.00 pm start.**

**Signature:**

**Date:**