

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 11 JULY 2018

Present: Sandra MacQueen (Chair), Keith Phillips, Nigel Day, David Gingell, Lyn Holmes, Christopher Woodward, Sheila Clarkson.

1. **Apologies:** Richard Morgan, Marion Ricketts, Maurice Chittock, Christine Chittock.

2. Introductions

Sandra welcomed Sheila to her first committee meeting and invited all members to introduce themselves.

3. Minutes of meeting held on 30 May 2018

These were agreed without amendment and signed by the Chair.

4. Matters arising

Nigel will circulate revised guidelines for new members to the committee.

Action: Nigel

Sandra reported that new members sometimes have difficulties accessing information about groups on the website. Nigel agreed to look at this. **Action: Nigel**

With regard to alternative dates for committee meetings, Albion Court is available on Monday of the second week of the month but Nigel would not be there until 2.30 and Richard has a commitment in the afternoon. It was decided, therefore, to continue with Wednesday morning. It was also agreed to ask Marion to remain on the committee even though she is not able to attend most of the meetings. **Action: Keith**

Invitations for the Organisers' tea party including the Time Team and Meeters and Greeters on Friday 17 August will be sent out shortly. **Action: Nigel**

New email address for Chris to be noted by Nigel. **Action: Nigel**

5. Reports

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

The following points were noted/raised:

- The retiring members' lunch is now on Tuesday 24 July at 12.30
- Sandra and Nigel to attend the East Devon link meeting on 25 July.
Action: Sandra & Nigel
- Keith, Richard and Sheila to attend the Keep it Legal workshop on 21 August. **Action: Keith, Richard & Sheila**

- Nigel to attend the Group interest workshop on 20 September. **Action: Nigel**
- Voting for TAT elections. **Keith to complete form**
- There are now 808 members with approx. 70% female.
- In addition to the current advertising and posters, Lyn asked for a contact in Lympstone for posters and suggested smaller posters in surgeries etc. **Action: Lyn**
- 20 tickets (out of 49) have been sold for the SS Great Britain trip.
- There are currently 86 groups, 49 with vacancies and 37 full.
- There was no financial report as Richard has been on holiday.
- David reported that PAT testing of the electrical equipment had taken place and would forward the invoice to Richard. It was agreed that a report on the use of equipment should be presented to a future meeting. **Action: David**

5. Technical sub-committee

Notes of the meeting on 26 June and subsequent emails had previously been circulated. As a result, CW has acquired two Sennhauser body packs for £298 and mikes for £22. These will be tested by CW at a monthly meeting.

Sandra has been in contact with LED confirming our contribution of £500 to the new projector which should now be in place soon. Richard to advise on the best way of handling this payment. **Action: Richard & Sandra**

CW acknowledged Geoff Shea's technical input and it was agreed to thank him for his assistance. **Action: Keith**

6. Monthly meetings.

A schedule of monthly meetings for the rest of 2018 and 2019 had been circulated by Christine. Christine has also drawn up a booking form and sent information on various speakers to committee members which was greatly appreciated. The following were discussed:

- August - Sandra will be away so a replacement is required for introductions etc
- October - it was agreed to proceed with the 'group' session without a speaker with the emphasis on groups with vacancies and attracting new members providing there is enough support from members. Lyn and Nigel would look at promotion and Nigel will email organisers etc. It was suggested we had tea/coffee in the auditorium for this meeting and Sandra agreed to speak to LED/Posh Nosh. **Action: Lyn, Nigel & Sandra**
- January 17 (**NB - this is the third Thursday**) - it was decided to ask Christine to arrange a speaker. Following the meeting will be the annual meal. **Action: Christine (speaker), Social group (annual meal).**

It was noted that the email with the newsletter link will include details of the next monthly meeting

8. Newsletter.

Chris reviewed the position so far after which there was a discussion. The following points were agreed:

- the newsletter should continue to be monthly
- the closing date for articles should be one week before the end of the month
- local photographs from members to be invited
- groups with vacancies should be encouraged to send articles
- a spotlight on a particular group or groups should be included
- the newsletter will be sent out in the first week of the month including the postal versions by Lyn
- Chris would collate the articles, photographs, Sandra's comments etc and send to Sandra for proofreading and approval. Sandra will return this to Chris who will forward the final version to Marion for posting on the website and notification of the link. The members' email will then be sent out with the link and also the groups report/lists. Nigel (or Keith) will send out the email.
- Sandra to have training on the beacon system with a view to being able to send out the newsletter email in due course.

Action: Chris, Sandra, Lyn.

9. AOB

A report on a proposed second study day to be prepared for the next meeting. It was agreed that Sheila should be the committee's link with the study day organisers. **Action: Keith**

Nigel proposed to approach organisers to act as mentors for new organisers.

Action: Nigel

Nigel considers that more new groups are needed and proposed a 'get together' of people who may be interested in setting up a new group. Keith mentioned that groups with a waiting list should also be reviewed as waiting lists were contrary to the U3A ethos. **Action: Nigel**

Next meeting: 12 September at Albion Court

Signature:

Date: