

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 12 DECEMBER 2018 : 10.00 AM

Present: Sandra MacQueen (Chair), Christine Chittock, Maurice Chittock, Sheila Clarkson, Nigel Day, David Gingell, Lyn Holmes, Richard Morgan, Keith Phillips, Chris Woodward (until 11.00 am) .

1. **Apologies:** None.

2. Minutes of meeting held on 7 November 2018

These were agreed without amendment and signed by the Chair.

3. Dates of Committee meetings

Maurice has collated all responses and concluded that the first Tuesday afternoon of the month was the best option. Sheila confirmed that she would be able to attend. It was agreed to adopt this date and Keith will contact EDDC regarding Albion Court. **Action: Keith**

4. Committee roles

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

The following points were noted/raised:

- Maurice & Christine considered that two additional members should be recruited to the committee to cover a range of duties including deputising for the chair, being responsible for new members, coordinating the meeters & greeters, and generally helping at the monthly meeting etc. These could be called vice chairs and would take the number on the committee up to the maximum of 12.
- ideally one of the vice chairs would take over as Chair in due course
- Keith advised against trying to amend the constitution to increase the Committee beyond 12 members.
- it was agreed that not all posts need to be on the committee.
- a suggestion to have a smaller executive committee of about 5 or 6 meeting monthly, with a larger committee meeting every 3 or 4 months, was discussed. After considering the advantages and disadvantages of this, it was agreed not to change the current arrangements.
- It was agreed to try to co-opt two members as soon as possible. This would be advertised at the monthly meeting in December and in the next newsletter. An open morning for potential committee members would be held on Wednesday 16 January at Albion Court starting at 10.30. **Action: Sandy/Chris**
- Committee members should also invite members, who may be interested, to the meeting.
- it was proposed to have a 'troubleshooting desk' at the monthly meeting. **Action: Keith (for agenda)**

5. Meeters & Greeters and Time Team

Sheila is the current committee link with these but it has been difficult to clarify the existing roles. It was agreed that Sandy and Sheila would meet the M & G's etc before the monthly meeting on the 14 February. **Action: Sandy & Sheila**

It was generally agreed that we need a list of members who are prepared to assist at the monthly meetings. Ideally we should have a monthly meeting manager who would liaise with Christine and coordinate requirements. In particular someone with technical expertise should be available at monthly meetings. It was agreed to advertise for members who can provide support.

Action: Sandy

6. Succession Planning.

Sandy's report, based on the questionnaire sent to all Committee members, had been circulated and was noted for filing with the minutes. The following points were noted/raised:

- three committee members would be standing down at the AGM - Chris, Nigel and David.
- Chris said he is willing to continue as newsletter editor which the committee agreed.
- in addition to co-opting two members we will need to seek replacements for the group co-ordinator and the equipment officer. David said the latter should have some technical knowledge and be able to store and maintain the equipment.
- other committee members have offered to assist where possible
- it was agreed to contact Marion to see if she is willing to return to the committee in view of the change in the committee meeting day. **Action: Keith**

7. New Members.

Nigel's report, previously circulated, was noted for filing with the minutes. The following points were noted/raised:

- the requirements for new members were listed
- the report contained suggestions for supporting new members including updating the welcome pack, a 'buddy' system, coffee mornings, having a new member co-ordinator etc.
- it was also stressed that new members should be made aware of how group membership works and the volunteering/sharing ethos of U3A
- in addition it was proposed that a new members table should be provided at the monthly meeting
- Sheila expressed interest in the role of new member coordinator which was agreed by the committee from January and would take on board the above proposals. **Action: Sheila**
- Keith suggested having the provision of tea/coffee in the auditorium as a focal point for members. While there could be difficulties, it was agreed to discuss with LED. **Action: Keith**

8. AOB

Sandy reported on the member who collapsed at the last monthly meeting. It was agreed to consider emergency contact details at the next Committee meeting. **Action: Keith (for agenda)**

Keith advised that we would be hosting the next East Devon link meeting on the Monday 21 January, starting at 10.00am, at the Imperial Hotel. There is room for one or two Committee members.

Next meeting: 8 January at Albion Court. 14.00 am start.

Signature:

Date: