

MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING: 4 FEBRUARY 2020 at Albion Court

Present: Sandra MacQueen (Chair), Sheila Clarkson, Olwen Smith, Richard Morgan, Christine Chittock, Maurice Chittock, Ian McLauchlin

1. Apologies: Keith, Lynn

2. Minutes of meeting held on 7 January 2020

These were agreed without amendment and signed by the Chair.

It was pointed out that it had been advised that the date 2020 should not be shortened, in documents, to 20 to avoid fraudulent additions to change the date.

3. Matters arising from the Action Sheet

U3A Charity Number received. It was suggested that we should use it when communicating between ourselves – easy to include it in signature. The Registered Charity Number is 1165438.

Age Concern: Sandy had met with a representative who will attend the March Meeting. **Action Sandy**

Card reader: Richard outlined discussions he'd had (including PAYG option) and mentioned difficulties linking payments to payee. Option is looking difficult but maybe enquire further. **Action Richard.**

Marion's work on website was discussed, including how it's updated. Marion to be invited to future meeting. **Action Keith.**

Sashes – decided not to pursue but follow up on lanyards, name badges etc. Details to be passed to Olwen. **Action Sheila.**

Membership Secretary Job description – ongoing. **Action Maurice.**

First Aid course – Bastin Hall, Exmouth. Evenings cost nothing but any daytime course will be charged. Members to be asked about interest. **Action Sandy.**

4. Reports

Reports previously circulated from Christine, Richard, Sandy, Maurice, and Sheila were noted and will be filed with the Minutes.

The following points were discussed:

- Christine discussed ideas for the 2022 Exmouth U3A 10 year celebration. She had had talks with 'Wild East Devon' about the possibility of planting commemorative trees. Needs forward thinking as takes time to organise and planting needs to be done in the winter months. Anyone with further ideas to let Christine know. **Action ALL.**
- This needs to be an ongoing agenda item and maybe separate meetings are required. **Action Keith.**
- Richard will check the date of first opening of Bank Account and get clarification from Beacon Forum on balancing income vs. expenditure when membership year doesn't tally with financial year. **Action Richard.**
- 2022: Sandy suggested getting in touch with those who were on the first/early committees and who are still members and maybe get in touch with Sidmouth too. **Action Sandy.**
- Sandy had previously circulated an email with information from the National Charity Voluntary Organisations on governance, resources and training.
- Richard regretted that TAT circular on membership fees hadn't been copied to Treasurer.
- The bank balance at 31 January was £9716.45.
- Maurice reported that there are currently 989 members with 3% not able to access email.
- Maurice pointed out some difficulties with membership renewal and the question of Standing Orders was discussed. Take up with new Membership Secretary after AGM. **Action Maurice/Richard**

5. Cyber Crime Scams event, Budleigh PH, 10:00 Monday 24 February

Keith had circulated details. After discussion of how to verify membership and visitors from other U3A Branches, need to sit attendees at the front, refreshments etc. Committee members were asked to confirm to Keith that they would be attending and helping at the venue. **Action ALL**

Group Coordinators to be reminded to ask members to renew membership promptly. **Action Maurice**

Maurice will print a list of members to aid verification. **Action Maurice.**

6. Monthly Meetings

Christine mentioned that Phil Holt (Red Arrows talk, 13 February) is coming a long way and stressed that the talk must begin at 10:45. Also, he doesn't want to do a Q &A session but will have merchandise available - cash only. Olwen to ensure Meeters and Greeters arrive early –9:45 **Action Olwen**

7. AGM

Details circulated earlier. Keith to report progress. **Action Keith**

8. Succession Planning

Keith had sent out a list of forthcoming vacancies.

Ian had volunteered to be nominated as Secretary and was currently shadowing Keith.

Olwen was willing to take on Membership Secretary role.

9. National U3A day – 3 June 2020

Nothing specific yet planned. There was a suggestion that we could hold an outside display of Group stands with maybe a band, weather permitting, either outside the Pavilion, which would be open to everybody, or outside at 'MySpace' - similar to the Pride event in Manor Gardens. Convenient on normal Meeting date, 2nd Thursday in June.

10. East Devon Link Quiz

New U3A, Culm Valley, happy to host this. Keith to contact our Quiz Group to see if they would participate on our behalf. **Action Keith.**

11. AOB

Sandy to send letter of appreciation to Melanie Parker thanking her for her help in organising and looking after our equipment. **Action Sandy.**

Ian mentioned that the font as used by U3A in the Treasurer's report was extremely uncommon and so not printable.

Ian asked whether Exmouth U3A had ever considered setting up a Facebook Group. It had been discussed in the past but that was when Facebook wasn't so popular and no-one would give it a try. Ian offered to set one up and report back on its development and use. **Action Ian.**

Sandy said that she had just received, with regret, a resignation letter from Chris Woodard, our Newsletter Editor. She would circulate it. She would also send a letter of appreciation on behalf of the Committee. **Actions Sandy.**

Next Meeting: 14:00 3 March 2020 at Albion Court

Signature:

Date: