

Present: Christine Chittock (Chair), Ian McLaughlin, Maurice Chittock, John Hunt, Olwen Smith, Lyn Holmes, Bryan Webb, Richard Morgan, Maureen Phillips.

1, Apologies None.

2. Any New Business

CC pointed out that Item 9 on the Agenda should read Membership Fee for 2023 – 2024.

JH mentioned that National u3a had initiated a consultation process on Strategy for the Future.

LH said that she had a potential new Committee Member.

CC wanted to discuss the forthcoming East Devon Link Meeting.

3. Minutes of 7sep21 Committee Meeting

MP pointed out that since she didn't attend the sep21 meeting she was unable to comment.

LH thought that the note added by IM after the meeting about current covid cases shouldn't be included as it wasn't discussed at the meeting. IM pointed out that he was just trying to be helpful but agreed to delete that extra information.

LH pointed out that part of IM's justification for not wanting to meet face-to-face in committee meetings was political and so shouldn't appear in the minutes. IM categorically disagreed and said that it was crucial to his argument about the need to protect himself while covid case numbers were still very high. LH wanted it made clear that the justification wasn't the view of the meeting. IM pointed out that it was clear in the Minutes that the views expressed were his own but agreed to add the requested rider making this doubly clear.

OS put forward her view that Minutes shouldn't be a word-for-word account and that she'd been on a course. JH explained that there is no hard and fast rule and they should be whatever the organisation chooses. IM made it clear that he was an experienced Minute taker and had written Minutes over very many years for a range of organisations much more important than the u3a.

Subject to the above, the Minutes were agreed.

4. Actions from 7sep21 meeting

1, 2, 4. Write to Camilla Benyon, Marion Ricketts and Sheila Clarkson thanking them for all their work for our u3a – IM done.

3. Publicise the 'Welcome back' meeting – JH done.

5. How many Groups are active – LH had circulated her report. CC thanked LH for her work on this which was very clear and helpful. LH pointed out that the listings were the best that could be done with information at the time of compilation and were always a snapshot. BW asked about the compilation of Group listings. LH said that she normally compiles them every 2 months and that Nigel Day (the previous Groups Coordinator) constructs the spreadsheet from information provided by LH. CC wished to thank Nigel Day for his continued work on our Group listings.

6. Liaise with RM on advert for post of Assistant Treasurer – not done for the October Newsletter but will send out as an individual communication. (See later discussion.)

7. Discuss equipment with Melanie Parker – CC said that MP was happy to continue this role until the AGM in 2022 and that we need to find someone else to take over from then. CC wanted to thank Melanie for all her valuable work looking after our u3a's equipment.

8. Price of Printing – carry over to November/December Meeting **Action IM**.

9, 10. Cost per member and membership Fee – see later in this meeting.

11. New Model Constitution – Start to consider at the November meeting **Action IM**.

RM pointed out that we will need to consider the wider implications of any changes to our constitution, for example for our Bank Accounts. He felt that maybe we should discuss in detail in January. **Action IM** to send out copies of the New Model Constitution.

RM thought that we should check what the TAT (Third Age Trust) view was. For example, was it intended that the new Constitution be adopted only for New u3as? Was it recommended that existing u3as adopt it, either in whole or in part? **Action IM** to try to find out what the TAT view and recommendations are.

5. Reports from Committee Members

Groups – LH. There were no questions.

New Members Meeting Report – LH attended the meeting in the Ocean building with Sheila Clarkson and had found it very good. CC added that she thought the smaller group was better than a large one. MP remarked that she had been asked about giving a lift but felt that she didn't want to commit and everyone agreed that a polite 'No' was appropriate.

Social Committee – no comments.

Technical Team and Newsletter – JH asked whether the description 'Coffee and Chat' was appropriate for our Thursday morning Zoom sessions which didn't feature a Speaker. All agreed. He then pointed out that he had limited the sending of reminders for those meetings so that members weren't inundated with emails unnecessarily and limited reminders to our Facebook Group. It was pointed out that we had received thanks from a number of members for our Coffee and Chat sessions and Ella Young had been grateful to MC, JH, OS and others for help she had received. It was noted that some new members had ventured to attend on Thursday morning and had been made very welcome. BW and CC thanked IM for his very useful summary after the Coffee and Chat meetings.

Secretary and Facebook – IM – no comments.

Membership – OS said that she was expecting an influx of new members now that we were meeting in The Pavilion.

Database – LH asked MC if he could let her know when he's arranged Meetings about the Beacon System **Action MC/LH**.

Chair and Speakers – OS asked about the availability of lists of Speakers to hand out at Pavilion meetings. CC would send a list on the Monday before the meetings. **Action CC**.

Treasurer – CC thanked RM for his comprehensive reports even though he was on holiday last month. BW asked about the source of income from the Newsletter. RM said that members pay extra if they want to receive the Newsletter by post. There was a brief discussion of Licensing Costs. IM pointed out that we had recently paid for a Licence allowing limited copying etc. of

material – a sort of 'educational establishment' licence. **Action RM, IM** to clarify what licences we pay for.

At this point it was pertinent to discuss Agenda topics out of order.

8. Cost per member

9. Membership Fee for 2023–2024

CC asked when we reduced the Membership fee to £12. RM said that the fee was £15 in 2016 and reduced to £12 in 2017. There then followed a discussion on what surplus funds we should carry and what expenditure was expected in the near future due to resumption of activities and possible inflation. RM shared a section of his financial spreadsheets showing a breakdown of costs against income per member, assuming different scenarios. In the different cases, a prediction of losses per member per year ranged from £1 to £2. This means that we would need to increase the Membership Fee if we want to break even. Alternatively we could accept a loss for a year or two in order to reduce our reserves. Good practice, satisfying Charity Law, is that reserves should be about 50% of income. Reserves are currently £15K while income is around £10K for this year.

JH clarified the timetable for deciding on a change to the membership fee. We will need to make a decision by April 22 in order to present recommendations at the May22 AGM for implementation in the following membership year.

There followed a discussion on expected outgoings which included 10th Anniversary expenditure, retiring Committee Member's meal and possible increases in The Pavilion fee. We still need to check available dates for our Pavilion meetings for 2022–23. CC asked IM to ask the Pavilion for their dates for 2022 – 2023. **Action IM.** IM would write to The Pavilion to try to reserve those dates and also enquire what the Fees were likely to be in 22–23 **Action IM.** CC suggested that we continue these discussions at the next meeting. **Action IM** for Agenda. RM will try to work out a detailed budget in the next few weeks with the aim of presenting more detail at the Nov21 Meeting. **Action RM.** He said that we need to be very clear what we want to do for our 10th Anniversary.

6. Assistant Treasurer

CC said that we should make it clear that we were looking for a Treasurer who would act as Assistant Treasurer for an interim period – in effect a Treasurer Elect. RM pointed out that this was important as without a Treasurer our u3a doesn't function. He would draft an advertisement for an Assistant Treasurer to be co-opted with immediate effect. **Action RM.**

7. Monthly Meetings and Analysis of Arrangements

CC thought that the systems we had put in place for our September Pavilion Meeting had worked well and asked for comments on what, if anything, we need to change for subsequent meetings. LH thanked OS for her detailed work and CC thanked LH, OS, JH, MC and Meeters and Greeters. We have 7 of the latter and may have more. CC would contact the Speakers to ask if they intended selling any books as that would affect the number of tables deployed. BW, who had earlier unease about whether members would socially distance, was happy with behaviour and OS confirmed that people were sensible about that. On the question of ventilation and open doors, it was noted that the middle door hadn't been opened and that it was necessary to arrange that. OS also noted that the door by the stage should only be opened once the meeting had started, to avoid any member of the public wandering in. CC asked that

if Committee Members have any further comments on Pavilion arrangements, they should let her know before the next Newsletter deadline. **Action All.**

CC said that East Devon covid figures were increasing again and especially in the Ottery St Mary ward. She noted that all speakers except Alex Leger were able to present via Zoom if covid cases were up substantially and this could be done for the December meeting if necessary.

10. 10th Anniversary

CC had dealt with this in her Chair's Report. She had approached Wendy Groves who had been involved in putting together the earlier u3a show. She was happy for her singing group to take part and wanted time to think about whether to commit to being involved in the production of a show. There was discussion about whether we should set up a working party and whether the event should be outdoors. It was noted that any use of local authority facilities would involve too much work and expense satisfying safety issues, public access, risk assessments etc. LH wondered about the hire of a Stuart Line boat or even two. She also noted that any event which we subsidise must be open to everyone.

CC suggested that the subject be included on the Agenda of our Nov21 meeting **Action IM.** OS wondered about holding an event in Bicton Botanical Gardens. CC said that we should consider all ideas and then set up a Working Party.

11. A.O.B.

a). CC discussed the East Devon Link meetings. The next meeting was at 14:00, 11 nov21 in Honiton. She put it to the meeting that we could leave the East Devon Link meetings and remain as part of the Devon Link meetings and not the East Devon ones. JH suggested that we should send apologies and then we would continue to receive the Minutes etc. All agreed.

b). LH mentioned that she had found a potential new Committee Member. CC noted that we could co-opt up to two Committee Members before the AGM. CC would invite the person along to a Committee Meeting and take it from there. **Action CC.** All agreed with this approach.

c). JH mentioned the recent National u3a Express Newsletter which invited individuals to respond on the Strategic Direction of u3a. He wondered whether we needed to publicise this. He added that we are our own organisation and generally followed our own member's views.

d). LH asked about arranging for a Publicity person to join the Committee as we were missing Camilla Benyon's excellent work on this. It was felt that that was an area that the potential new Committee member might be interested in.

RM mentioned the meal for the Committee and it was agreed that we should discuss that at our next meeting. **Action IM.**

12. **Date of next meeting** 13:00, 2 nov21 by Zoom.

Ian McLauchlin, Secretary

date 8oct21

Signed:



Date: 3 nov21

Pp Christine Chittock, Chair