

GLOSSOP U3A COMMITTEE MEETING

THURSDAY 23rd November 2023

BRADBURY HOUSE

MINUTES

Present: Brigette Manchee (Chair), Alan Mortlock, Chris Blackett, Jo Mortlock,
Pam Zuntz, Maureen Brierley, Elaine Dodge, Hazel Allman, Gail Lane

Apologies: Janet Rickards

Note – Janet was present at the meeting held on 2nd November, but missed off the minutes

1. Minutes

Agreed: The minutes of the meeting held on 5th October 2023. Agreed by Maureen and seconded by Jo

2. Matters Arising

There were no matters arising

3. Correspondence

Third Age Trust Correspondence

Noted: That the Secretary had circulated all information to the committee prior to the meeting by email. They are all listed in the agenda for the this committee meeting

Items discussed-:

5.4. The Third Age Trust AGM, and the presentations therein are available to be viewed via YouTube.

5.8 The U3A Pilot Council – this had not been circulated by Alan as it arrived too close to the meeting. Alan read out the main points of the correspondence which seemed to be asking for volunteers of officers for the Pilot Council. The general feeling was that it would be difficult for Glossop to take part, as the distances that would be needed to travel to attend meetings etc. would make it very difficult.

4. Treasurer's Report

Noted: Copies of current financial statements and summary had been provided to the committee by the Treasurer.

Maureen explained the figures in the Forecast for 2023 – 2024

Maureen is still trying to get to grips with running the accounts through Beacon and explained that the Beacon Statement of accounts is a 'running' statement as opposed to the monthly statement which used to be produced.

Beacon is still new to us all and I believe some things can be tweaked if deemed necessary.

We also need to find out how much money can be paid into the account via the post office (used since the closure of the bank).

The main concern was regarding enrolment fees being paid in, as this amounted to quite a large sum of money.

We discussed the possibility of getting a card reader, or asking members to pay by BACS.

5. Secretary's Report.

Alan has revisited the Third Age Trust portal to change the names of the committee members etc. He has also changed the contact for TAM to Elaine as 1st contact and Maureen as 2nd.

The Charity Commission needs submission of annual reports from the Treasurer / Secretary
This now has to be submitted through a portal, but the 'account' is not up and running yet.
Alan has declared that our figures are ready and will upload them when able to.

Alan explained that he had attended the Third Age Trust AGM on-line on 18th October, and found the technology relating to a presentation and the voting was not ideal.

Constraints of time prevented Alan from explaining more than:

A U3A Festival will be held in York next July – more information will be available at a later date.

There were 2 proposals that were voted-on:

1. Creation of smaller groups – We voted 'against' and the proposal failed
2. 3rd age trust to do more in its promotional efforts – We voted 'for' and the proposal was carried

6. Membership Secretary / Group Secretary Report

Pam gave the latest figures regarding members -:

There are 43 lapsed members
21 members have resigned

Current 'Live' members stands at 244

There is now only one group not set up in Beacon – that being 'Current affairs'

We agreed that it needs to be entered .

Hazel said she would try to attend their next meeting to encourage the leader to use Beacon or failing all else, she would make a list of the members so the Pam can create the group.

A number of documents on the Webb Site are in the process of being updated

Pam has been updating the 'Standing Orders document' and will send it out to committee members to read when completed.

7. Any Other Business

1. The beacon Management system was discussed at the ad hoc meeting held on 2nd November
2. Karen from Bereavement Services will attend the coffee morning on 7th December where she will give a 10 min presentation and be available to members for questions.
3. The U3A 'Come and Sing Group' will be singing for us at the coffee morning .
4. Elaine will be on door duty at the coffee morning on 7th December
5. During the December Coffee morning we will be promoting TAM. Some committee members will bring copies of the magazine for people to look at. Numbers and member details will need to be entered early in 2024.
6. Alan will be on door duty at the coffee morning on January 4th 2024
7. The purchasing of a wifi projector was discussed – we have now all agreed that we should go ahead and buy one.

Chris will look into what offers are currently available.

8. During the meeting it was suggested that we really need to appoint a Publicity Officer to promote the Glossop U3A group in different ways. This person does not need to be a committee member, but someone who is good with on-line media promotions etc.

We agreed that this could be brought up at one of the coffee mornings and / or Pam could mail members to see if anyone comes forward.

8. Date of Next Committee Meeting

The next meeting will be held on Thursday 18th January 2024 at 10:00 am.

U3A GLOSSOP (ad hoc: Beacon) COMMITTEE MEETING

THURSDAY 2nd November 2023

BRADBURY HOUSE

M I N U T E S

Present: Brigette Manchee, Alan Mortlock, Chris Blackett, Jo Mortlock, Hazel Allman
Pam Zuntz, Maureen Brierley, Elaine Dodge, Gail Lane

Apologies: Anne Park

This meeting was held primarily to discuss Beacon and how it's roll out was progressing.

1. Membership process

Pam Zuntz gave us a general outline of the process of introducing Beacon for Glossop U3A.

Overall the renewal of membership is much simpler and the system makes it easier to collate numbers such as below:-

21 members have left

24 new members have joined

45 members have lapsed (haven't paid their renewal fees)

32 members do not have email.

These members have been contacted by other means where possible, but we agreed that with the cost of postage we cannot keep sending out letters.

It was noted that if a lapsed member returned at a later date their membership information would all still be in the system and they could easily be made 'live' again.

It was noted that if a member who hadn't paid their fees joined a group activity, they would come up red in the system and should then be approached regarding their U3a fees.

We agreed that the end of November would be the deadline for payment of fees and that following this those people who hadn't paid would become lapsed members.

2. Financial /accounts matters

Finance team -:

Hazel Allman – Banker

Jo Mortlock – Bookkeeper

Maureen Brierley - Treasurer

Maureen Brierley gave a brief outline of how they were progressing with the transfer of financial/accounting matters on to Beacon

It seem that it is going quite well. There will still be some things which will need to be done using the old methods (this may change as the system is being tweaked constantly).

These are things such as summaries which need to be prepared along with budget forecasts and projections.

3. Group membership

4. Involvement of group leaders.

Pam Zuntz has worked extremely hard to encourage group leaders to use Beacon.

She has provided one to one training sessions with leaders and attended some group meetings to encourage them to go on-line.

However, Pam has found it very frustrating and there are still a number of groups who are not in the system. Namely -:

Bowling

Current affairs

Cooking for one (This group is not yet set up)

Getting Crafty

Dancing for fun

Local History x 2

Wednesday Walk

We agreed that we should all be encouraging the leaders of these groups to move on to Beacon

It was noted that as committee members we could each attend a different group and attempt to get them on line. This could be organised during the next committee meeting.

Group leaders can also record subs in the system (incoming and outgoing monies).

This information does not go directly into the finance side of the system, but it helps keep a track of the accounts for each group.

This information can then be printed off in excel and attached to the Finance Ledger at the end of each financial year, making it much easier than with the current system.

5. Publicity / Awareness

This subject was not thought to be one to discuss at this meeting.

6. AOB

In previous meetings Elaine Dodge had agreed to take over the business of members subscriptions to TAM (Third Age Magazine)

However, as yet the contact details have not been changed into her name. This will need to be organised by the Secretary. Once this is done Elaine can start working towards promoting the magazine and collecting the subscriptions in January/February 2024.