

Grange & District u3a

Minutes of Committee Meeting

Held on Friday 15 March 2024 in the Council Chamber, Victoria Hall

	ACTION
<p>Present Hilary Wade, Mick Love, Michael McCormick, Brian Loader, Julia Nicholson, Ameer Tabarandak, Janet Tabarandak, Tricia Thomas, Visitors- Phil Nicholson and Andrew Wheatley (observer)</p> <p>Apologies Susan Jones</p> <p>The committee sent their best wishes to both Susan and Ged.</p> <p>1 Minutes of the previous meeting (held on 16 February 2024)</p> <p>The minutes were accepted as a true record</p> <p>2 Matters Arising/Actions Check</p> <p>a) Brian reported that information on the centre pages of the Newsletter correlated with the information held on Beacon</p> <p>b) Michael had purchased a second projector bulb and this was now stored in the cupboard, as and when needed</p> <p>c) Banner-Sun Signs, Kendal and H & H Reeds, Penrith, had sent estimates for feather shaped flags but further investigations need to be made. Michael also has information from another company which will be investigated. Cost ranges from £200-£300. On going.</p> <p>d) Mick had spoken to Sarah and subject to size, the display boards may go into the basement at the Victoria Hall. He suggested that the gazebo, now in a bag, could also be stored in the basement, but after the Vintage Car Rally. The bagged gazebo needs 2 people to move it, due to weight and strength of bag handles.</p> <p>e) Phil had been contacted re the Group Leaders meeting and lunch on Tuesday 19 March. He agreed to attend.</p> <p>f) Malcolm Kimber has agreed to run a short film at the Enrolment Day.</p> <p>g) Following the Chair's report in the Newsletter, several people have asked what the position of Secretary entails. A job description has been prepared for the March meeting. Susan and Hilary will be prepared to talk to individuals and answer questions. Copies will also go to Committee members. It is important to know the content of the Constitution.</p> <p>h) Fit for Future. A response will be sent approving the proposals which were set out in the report.</p> <p>3 New Website Update- Phil Nicholson Phil gave a very comprehensive report of his progress so far. Building the new website will take time and the Committee was very confident for Phil to go ahead, with support from Julia, as she has experience in web design. He had started his training on Zoom and was working his way through the 174 page handbook. Having reached page 116, he was almost ready to create 2 pages of information. The use of</p>	<p>Ameer/ Janet</p> <p>Hilary/ Susan</p> <p>Janet</p>

the site seems very flexible and creative and in the future, Group leaders could 'own their page' and add information and pictures, as and when necessary.

He shared aspects of the pre-migration checklist. ie

1. Make a critical review of the current website
2. Consider how much information needs to be published
3. & replaced with the WORD and
4. Suggest using first name only for contact emails for security reasons, as full contact details can be lifted and misused.

Phil/
Julia

The process is a lengthy procedure and Phil is willing to continue in order to set up the site as soon as possible. Currently, he is looking at other U3A websites that have already moved to the new system eg Furness. At the close of the meeting he showed us the progress he had made so far and the ease with which members should be able to navigate.

The Committee thanked Phil and Julia for their ongoing work.

4 Membership Update

Currently 279 members have renewed their membership and this will continue on Enrolment Day. It was suggested that Enrolment Day be brought forward to February meeting. This would need a change in the Constitution so would be an Agenda item to be addressed at the AGM in April.

5 Finance

A finance report had been circulated and the balance was in a very healthy position. £100 had been sent to Cumbria Rivers Trust following the talk given at the February General meeting.

Michael has all the paperwork ready to take to Anthony Harrison- Auditor.

He also suggested that another nominated member of the Committee (Janet) should have authorisation for payments to be made through Barclays Bank. He would set this up through the Bank for a Card reader, card and PIN to be issued.

£200 cash float was prepared for the Enrolment meeting.

Michael

6. Group Leaders/Coordinators

Brian had had a good response from Group leaders re their attendance for the meeting after the Enrolment session.

It was noted, that one very active U3A member, Len Graves, had died suddenly whilst on holiday in Spain. The appropriate acknowledgement would be made to the family and individual groups at which he attended, would show their own mark of respect. A Celebration of his life was planned for 13 May at the Netherwood Hotel. Sarah, his daughter had notified members.

7 Enrolment Day and Group leaders meeting and lunch

The Committee expressed their gratitude to Susan for preparing paperwork and finding volunteers for Enrolment Day.

Brian had the table plan and layout for group leaders. Tables etc would be set up on Monday evening but **the time still had to be confirmed**. Hilary would make enquiries on Monday morning and would volunteers please **check their emails** for confirmation of the time. A large copy of group layout would be displayed on a white board at the entrance to the Hall.

Enrolment- 10am – 12pm 32 groups will be represented and 25 tables will be needed in the layout.

Brian/
Volunteer
Committee

12pm onwards- everything would be cleared and ready for the Group leaders meeting. There was no specific Agenda as Brian saw this as an open opportunity for GLs to air any issues and views.

Phil is prepared to give input regarding the new website.

At the close of the meeting, lunch would be served and discussions could still continue. Food has been ordered for 35 people. Butterfingers catering.

8 AOB

1. Following the Chairs report in the Newsletter, several members had talked to Hilary. A common issue has arisen regarding individuals access to a good computer and printer. The purchase of a laptop and printer was considered for the sole use of the Secretary during the time of office. Funding could be available. This would be an Agenda item for the next Committee meeting in April.
2. Terms of Office
Role of Secretary and Treasurer lasts for 3 years after which they can be Re-elected
Role of Chair and Vice chair lasts 2 years and cannot be re-elected
3. Microphone- Several members have expressed the difficulty of hearing questions after the talk at General meetings. It was suggested that questions should be concise. Where possible Brian would hand the microphone to the questioner and if not, he would repeat the question through the microphone. Members would be asked to stand to speak their question.
4. Issues after a meeting- following a valid comment from a member at the end of the last General meeting, it was agreed that any member not participating in refreshments, would be asked to leave by the side door, which would be opened in readiness. Those waiting for teas and coffees, should move towards the back of the Hall, where tables and chairs would be set up if they wished to sit and socialise. Care will be taken when clearing chairs, starting from the front of the Hall.
5. Julia was thanked for sending an article into Grange Now re the Enrolment day. Posters had been prepared by Roger Handley and he has agreed to prepare one for the AGM in April. A request for a member to create monthly posters would be made at the next General meeting.

Janet

The meeting closed around 11.55 after Phil's web demonstration

Date of next Meeting

Friday 12 April 2024