

Minutes of Meeting of Great Glen U3A Committee

1st August 2023 at 2.15 p.m. in the Ruth Warner Room

Present: Robert Mansfield, Roger Edwards, Janet Fanko, Di Richardson, Patricia Mansfield and Elizabeth Cooke.

- 1. Welcome and Apologies-** RM welcomed Committee members to the meeting. Apologies were received from Lynda Williams.
- 2. Minutes of Meeting 4th July 2023 and Matters Arising:** The minutes were accepted. Matters arising were to be covered under the appropriate headings.
- 3. Membership Matters** - JF reported in July there were 3 new members (a total of 29 new members for the year to date) giving a total of 342 at 31.07.2023, including 21 associate members.
- 4. Finance Matters** - RE reported £18,000 was in the bank, interest rates were increasing. Charity Commission annual return has still not yet been submitted as the online form is not operational. - **RE to monitor in order to submit.**
- 5. Monthly Speaker Meetings** – PM reported: August meeting – Derek Holloway on Charles Darwin and the Galapagos. His requirements will be met.
- 6. Groups Coordinator's Report** – DR reported the Family History Group has a new leader in Dennis Cook. The Bird Watching Group has a meeting on 16th August to determine its future.

It was noted that Thursday Croquet Group was continuing to meet with very low attendances. **RE to produce an analysis of attendances and costs of groups incurring significant losses to facilitate a decision at next Committee meeting on appropriate action.**

- 7. Open Day, 20th September 2023** – Paper O- RE has adjusted the floorplan in light of responses from group leaders. Carpet Bowls group has not responded. **DR to chase.** Other arrangements have already been discussed. The £10 'if you join on the day' offer will be made by the membership secretary to anyone interested in joining.
- 8. Group Leaders Meeting 14th July 2023** – The Group Leaders meeting went well. A 'mingling' activity would have been helpful to encourage leaders to talk to those they didn't know so well. Group leaders should be encouraged to pre-advise topics they want to discuss. There should be more content on 'how to share leadership'.
- 9. Equipment Matters** –
 - 9.1 Paper C-** produced by RM in consultation with PR. This was broadly accepted, but it was agreed there was no requirement for a touchscreen. It was agreed that PR and RM should purchase a Microsoft laptop with Windows 11 and necessary accessories which they should expect to get for less than £1,000.
 - 9.2 Table Tennis Tables** – homes have been found, but they are still to be moved.

10. **Website Replacement** – Paper W prepared by PR was discussed. RM to thank PR for his advice and to write to group leaders asking them to try to get group members who had the expertise to help with the website migration to SiteBuilder. Also to publicise the need for help with this and ongoing longer term maintenance of the website.
11. **Health & Safety Policy** – Paper H was discussed. It was decided we needed the most straight forward policy necessary -RM to draft a suggested policy.
12. **Business Secretary's Report** – EC had received the TAT 'Latest Updates' email dated 31.07.2023. This outlined the various initiatives and news from the Trust. It was agreed we did not need to take any action on any of these.
13. **Promotional Activity-** PM suggested we should contact local groups for the 'lonely' she would give RM a list. RM to contact these groups and inform them of our activities and the various interest groups

Alan Mawby had suggested a leaflet drop at the group leaders meeting. It was agreed that this was a possibility, but was quite expensive and labour intensive. Last time this had been done it did not generate much interest.

Great Glen Council notice boards – JF to contact the council and find out the frequency of updates with a view to putting up a regular poster.

Methodist church entrance notice board poster to be considered.
14. **Newsletter** – LW was unable to be at the meeting.
15. **Any Other Urgent Business** – RE had been approached by another u3a with a view to a merger. After a preliminary discussion it was up to the other u3a's committee to consider whether this approach should be pursued.
16. **Next Meeting:** Tuesday 5th September 2023 in the Ruth Warner Room at 2.15 p.m.

The meeting ended at 4.35 pm.