

# Minutes of Meeting of Great Glen U3A Committee

3<sup>rd</sup> January 2023 at 2.15 p.m. in the Ruth Warner Room

**Present:** Peter Russell, Sue Russell, Roger Edwards, Janet Fanko, Robert Mansfield, Di Richardson, Lynda Williams and Elizabeth Cooke

1. **Welcome and Apologies:** PR welcomed Committee members to the meeting. Apologies were received from Patricia Mansfield.
2. **Minutes of Meeting 6<sup>th</sup> December 2022:** Accepted with some minor corrections which have now been done.
3. **Matters arising.**
  - a. **Computer-** carried forward.
  - b. **Access to Meetings** – It was decided that any member who wished to attend a committee meeting should apply to the chairman. **RM is to draught a policy to this effect.**
4. **January Monthly Meeting- 11<sup>th</sup> January.** – PR reported that the history group would give the presentations on assassinations. As Liz Adams was poorly only RM and Toni Smith would be available, but PR had found a short film on Abraham Lincoln to which he would add a commentary. The screen, projector and stand to be collected by RE. Refreshments by the Family History Group
5. **Website status report**– The committee gave a vote of thanks to RE for getting the website virtually back to where we were before the problems. JF has updated the ‘join’ page. Nationally there was still work they had to do.
6. **Membership Matters** - JF reported that there is no change from 30<sup>th</sup> November and 31<sup>st</sup> December with 356 members (including 29 associate members). Some new members are expected in January 2023. **JF is to continue to update the renewals process with a notice in the February newsletter and requests to members being sent out the 3<sup>rd</sup> week of February.**
7. **Finance Matters** - RE reported there is £12,800 in the bank. No changes in room rental have yet been received
  - a. The Asset Register needs to be checked. **PR distributed copies of the register and is to email location holders to check they hold items and the register will be updated by the committee at the next meeting.**
  - b. The Financial controls were reviewed: RE supplied notes on the controls which were considered at the meeting. It was agreed that: **the second signatory approving a payment from the bank account should request sight of any documentation appropriate and consider if amounts of payments are normal and suitably evidenced before approving** ; transfers to and from the Bath Building Society should be pre authorised by the committee. **RM who has access to view on line should review the account at least 4 times a year online**; Groups – Copies of all registers should be forwarded to DR as the groups coordinator. **DR is to spot check the numbers of members at meetings to the registers. DR to review all registers 6 monthly (September and March).**

**RE will update the handbook on these matters.**
8. **The Risk Register had been roughly updated by RE - All members of the committee were given a section to review for further possible updates and report to PR before the next meeting.**

9. **AGM Considerations** – It was decided that this will be a Zoom meeting in June with prior voting. Access to Zoom to be provided to non-zoom members.
10. **Development Working Party (DWP)** - SR reported things are as reported in the previous minutes. The Psychology group now has 8 attendees who have confirmed. The Tea & Trivia on Monday 30<sup>th</sup> January at 2pm details were being finalised.
11. **Groups Coordinator's Report** - DR reported the second table tennis group will be on Thursday or Friday mornings weekly at the University. Friday is the most popular so will be offered to the membership. The spare table tennis table is to be loaned to the university.
12. **Business Secretary's Report** - EC reported nothing to report except updates re the u3a website. Nothing to report from the network.
13. **Newsletter** - LW reported this is on schedule.
14. **Review of Policies** – these have not been reviewed for some time. **All members of the committee were given a section to review for further possible updates before the next meeting and to let PR know of any updates required.**
15. **Other Business:**
  - a. **Group Leaders Meeting** – **This is to go on the Agenda for the next meeting.**
  - b. **The Bridge Group** – complaints had been received from members of this group that there were no drinks breaks. **DR agreed to discuss this with the group leader.**
16. **Next Meeting:** Tuesday 31<sup>st</sup> January at 2.15 p.m. in the Ruth Warner Room.

The meeting ended at 4.30 pm.