

Minutes of Meeting of Great Glen U3A Committee

4th June 2023 at 2.50 p.m. (after the AGM) in the Ruth Warner Room

Present: Robert Mansfield, Roger Edwards, Di Richardson, Patricia Mansfield, Lynda Williams and Elizabeth Cooke.

1. **Welcome and Apologies-** RM welcomed Committee members to the meeting. Apologies were received from Janet Fanko.
2. **Appointment of Officials-** The following officials were appointed: Chair- Robert Mansfield; Business Secretary- Elizabeth Cooke; Treasurer- Roger Edwards; Vice Chair- vacant.
3. **Minutes of Meeting 2nd May 2023 and Matters Arising:** The minutes were accepted.
 - a. **Table Tennis Tables** – this matter is still unresolved- **to be carried forward.**
 - b. **Bowls Equipment Disposal** – this matter is still unresolved- **to be carried forward.**
 - c. **Gift Aid Options** – As no reply received to advice sought from the National Treasurer- **to be carried forward to September meeting.**
 - d. **Asset Marking** – PR had reported that the new marking kit is in the cupboard (together with a new projector bulb) – **RM to check all assets in the cupboards are marked and mark if needed.**
 - e. **Development Working Party** – **suggestion re social media to be considered at a future meeting.**
4. **Membership Matters** - JF reported on paper B that there was 1 new member in May giving a total of 337 at 31.05.2023. A total of 37 had resigned at 30.04.2023 and 3 had been uncontactable. Since 01.04.2022 13 members had died.
5. **AGM Arrangements – Learning Points** – RM suggested and it was agreed that in order to improve attendance it would be better to have the AGM as part of the monthly meeting. However, the AGM papers and voting should take place before the meeting as this year.
6. **Finance Matters** - RE reported £19,500 was in the bank. The interest rate had gone up and he planned to transfer a further £2,000 to the United Trust Bank 100-day notice account giving a total of £7,000. The Third Age Trust subscriptions for this year had not been paid, this is awaiting submission of the Annual return – **EC to submit return.**

Following the change of committee, it was agreed CAF should be informed of a change in signatories. **PR to be removed as cheque and online signatory. DR agreed to act as an additional online signatory.** As hardly any cheques are used it was decided a further cheque signatory was not required.
7. **Monthly Speaker Meetings** – PM reported June meeting – Dave Andrews talk was ‘100 years of Auntie’ about the BBC. July meeting Ella Tong from the Dogs Trust.

DR agreed to manage the coffee rota for future meetings and notify groups.

In order to try to improve attendance at monthly meetings - **a notice of meetings for the following 3 months is to be sent out to all members monthly on Beacon.**
8. **Groups Coordinator’s Report** – DR had nothing more to report except that the Group Leaders Handbook update was nearly complete. **DR to finish update in drop-box when access problems resolved.**
 - 8.1 Recognition Awards- RE had obtained an award for Rachael Snashell which RM would present on a suitable occasion.
9. **Open Day, 20th September 2023** – DR had booked the Methodist Church. RE had prepared a revised floor plan which was agreed should be sent out to all group leaders with the email drafted (paper O). This should be altered for the open day to start 10.30am to allow more time for setting up and also an A3 rather than A4 poster. **RM would do this.**

Publicity – **RM to ask JF to publicise on social media (Facebook).**

Group Leaders should be asked to arrive by 10.00 to setup. DR to do this and ascertain which leaders would be present.

10. **Promotional Strategy** – discussion on this to be carried forward to a future meeting.
11. **Group Leaders Meeting** – It was agreed that this should be held on Friday 14th July from 11.00 am. A sandwich lunch to be provided. RM to book room, issue invitations and decide on agenda which should include a brief summary of major points in the Leaders' Handbook.
12. **New Members Meeting** - JF had contributed her thoughts in a paper. It was decided with the introduction of 'Talk, Tea & Trivia' and 'Open House' meetings there was no longer a call for a specific new member meeting but new members should be individually invited especially to the next Open House after they join.
13. **Business Secretary's Report** - EC reported we had been sent notification of the Third Age Trust AGM. EC to register GGu3a in order to submit any resolutions suggested and to vote on the agenda items on behalf of the committee.
14. **Newsletter** – LW reported this was ready to be sent out pending information to be received from PR & RM.
15. **Any Other Urgent Business** – there was none. DR said she would retire from the committee at the next AGM. RM gave notice that he did not intend to serve a further three-year term as chairman. RM said that all members of the committee needed to try to find new members who would be willing to shadow their roles and serve on the committee.
16. **Next Meeting:** Tuesday 4th July in the Ruth Warner Room at 2.15 p.m.

The meeting ended at 4.20 pm.