



**Hartlepool and District U3A**  
**Minutes of the Committee Meeting held at the Central Hub**  
**Friday February 23<sup>rd</sup> 2024 at 10.30 a.m.**

**Present:** Roger Say, Cliff Cordiner, Wendy Borthwick, Andrea Reid, Keith Alder, Irene Archer, Pauline Williamson  
Linda Sargent

**1. Apologies**

None.

**2. Minutes of Meeting January 26<sup>th</sup> 2024**

Accepted as a true record.

**3. Matters arising**

Item 5 Information on subscriptions had appeared in the latest Newsletter and Cliff would follow up with an email to members in due course. **Action: Cliff**

Item 9 Cliff had circulated the TAT guidance regarding insurance for carers and Roger had put the proposal for a new TAT Council on the agenda.

**4. Treasurer's Report**

Cliff had previously circulated the February financial statement, which showed the provision of a first aid kit for the Natural History group in addition to the usual activities. He noted that it was a fine balance between accumulating too much money and securing financial stability.

Cliff reported that he had not received any new Regional or National information.

On the subject of membership renewals, he said he would use the April meeting to collect renewals that had not been received via BACS, with a further session at the May meeting. As this would be Andrea's first experience as Membership Secretary of membership renewals, Cliff and Wendy agreed to support her through the process.

**Action: Cliff and Wendy**

**5. Business Secretary's Report**

Wendy had no new items to report but noted some unfinished business with the storage of risk assessment forms. Signed forms for the Walking Group were being held by the Group Leader as agreed at the November Committee meeting rather than the Business Secretary as detailed in the disclaimer. Roger would check to see if the risk assessment forms were available under Governance on our u3a website and members should be made aware that they are there. **Action: Roger.** Wendy would circulate the information again to Committee members to remind them.

**Action: Wendy**

## **6. Group Co-ordinator's Report**

Pauline had attended a Zoom meeting for group Co-ordinators where attention was drawn to TAT's Fit for the Future proposals. A new regional Birdwatching group was being formed and she would put the information on the notice board at the next general meeting. **Action: Pauline.** The meeting also discussed how to attract and keep group leaders which seemed to be a common problem.

Pauline also reported that the Music group was still struggling to find members. The Group Leader had given information about it at the last general meeting and they would wait to see if this produced any interest before deciding the next steps.

Pauline had arranged a meeting for all Group Leaders on 5<sup>th</sup> March to which Committee members were also invited.

She was also keen to set up a Photography group for beginners.

## **7. Membership Secretary's Report**

Andrea recorded the resignation of 1 member due to relocation, leaving a total membership of 115. 49 members had attended the last general meeting with an additional 4 guests. 2 of these guests had come to the History group meeting but so far she had received no follow up and nothing from the NHS guests at the previous general meeting.

We have 5 lapsed members and it was agreed that Andrea should resign them and if they wanted to come back, it would be as new members. **Action: Andrea**

She had attended a Zoom meeting for Membership Secretaries. Topics under discussion included insurance for non-members attending meetings and gift aid. The importance of using the MemSec email for contacting members was stressed in order to protect privacy.

Members from other u3as who attended our groups should become associate members at a reduced fee.

## **8. Chair's Report**

Roger had attended a national Chairs' Forum via Zoom on 19<sup>th</sup> February focussing on attracting new members, which had 107 participants. A survey which had been submitted by all in advance showed that the main avenues used were local promotions, word of mouth, interest groups and general meetings. It was felt that the branding of the u3a could be improved. The next meeting would discuss the proposed TAT Council.

He had given a talk to Tangent on 4<sup>th</sup> March to raise our profile.

Roger had booked the Tees River Rescue to give a talk at the July meeting and was still waiting for a confirmation from the Implant speaker. He still needed to find speakers for September and October meetings.

South Durham Chairs were meeting on 8<sup>th</sup> March to discuss the proposed TAT Council.

## **9. Proposal for New TAT Council**

There was some disquiet at adding another level of bureaucracy when we were already experiencing some duplication with the Region. Roger felt that we would have a clearer picture after he had attended the South Durham Chairs and the Chairs' Forum meetings next month and we could discuss it more fully at the next Committee meeting. **Action: Roger**

#### **10. Any Other Business**

Wendy said that she would mention the AGM at the next meeting to gently encourage members to start thinking about Committee participation. **Action: Wendy**  
Cliff was concerned that the support for the Newsletter was declining and more input from group leaders would be useful. **Action: Pauline**  
Cliff gave Pauline information on who provided our first aid training session.

#### **11. Date of Next Meeting**

Friday 22nd March 2024, 10.30 at the Central Hub