

Leicester U3A (Charity Number 1083274)
Minutes of the Committee Meeting Tuesday 26 10 21 by ZOOM

Host: Neil Taylor , Chair: Tony Davison

1. Attendance

Present: Tony Davison (Chair); Bob Holness (Treasurer); Ros Devine (Secretary); Neil Taylor (Groups Coordinator); Margaret Potter (Membership Secretary); Sandra Barker (Wellbeing & Hospitality); Bob Collins; Karen Closs.

Apologies: Henry Paulinski (Vice Chair) and Keith who was unwell.

2. Minutes of the Committee Meeting 28 09 2021 These were approved. Margaret to distribute approved version. Tony to print, sign and send to Ros for file and inclusion on the web site

ACTION MARGARET / TONY/ROS

Matters arising (not already on the agenda) There were none.

3. Chairs report Tony apologised that he had not yet submitted an article for the Evington Echo but would now do so.

ACTION TONY

It had been suggested that as we are not having a Christmas Lunch in December we should have an open coffee meeting instead. Other venues were suggested but did not have capacity. Bob H will see if the hall, kitchen and atrium at the church is available for 14th December and if it is will book it and let the committee know. Margaret will then send out a message to members, and will also arrange to take renewal of subscriptions as we also do in January

ACTION BOB H/MARGARET

4. Secretaries business:

a) Zoom - renewal of licenses: These were due in July. After some discussion it was agreed that we did not need to renew three but should consider two. If we took advantage of the charity discount through 'Charity Digital' it would cost about £140. Because we had trouble accessing this last time it was agreed that Bob H would investigate and facilitate .

ACTION BOB H

(See note about committee meetings under item 11)

b) Contacting Organisations: Ros has had no response to emails sent to the university and to the contact for the social prescribing group of surgeries. It was agreed that she should contact Age UK and the RVS.

ACTION ROS

c) Web Site Graham had suggested that the statistics spreadsheet should be revised to remove some historical data. Neil proposed and it was agreed that we should register from 2019 (pre pandemic) only for comparison purposes. Ros will contact Graham and ask him to send a sample of the new format for agreement.

ACTION ROS

d) Policies & Procedures

Ros and Margaret had reviewed and updated all the policies and submitted them for approval to the committee. Review is required no less frequently than after three years. Unless the constitution or advice from TAT requires it earlier, the next review will be due in 2024. These were all approved.

Margaret will now send approved versions to the committee, and the relevant ones to Graham for the website.

ACTION MARGARET

5. Treasurers Report. This had been circulated previously. He will send them in compatibility mode in future for anyone without up to date software.

ACTION BOB H

He has now received outstanding charges from TAT which resulted in a drop in the current account. The outstanding details for the debit card transactions are now up to date. It was noted that the cost of speakers for the last two meetings had exceeded our agreed budget but because of our financial situation and the reduced cost of Zoom meetings =this was acceptable. However, going forward we

need an estimate of the costs for next year so that we can either work within the budget overall or consider amending that budget at the next meeting.

6. Groups Report: This had been previously circulated. Since then Bob H has agreed to take on the Latin Group as convenor. Neil has had all but about 15 responses to his circular asking about accessibility of venues. He will circulate a full list next week. **ACTION NEIL**

Margaret agreed to start the annual groups audit before the end of November. She and Neil will first confirm the list of ACTIVE groups. **ACTION MARGARET/NEIL**

Neil had submitted a final version of the convenors pack which was approved for circulation subject to some minor typing errors. He will now send this to all convenors. **ACTION NEIL**

7. Membership report This had been previously circulated.

Membership currently stands at:	Individual	370
	Honorary	6
	Associate	7
	TOTAL	383

This is another increase of four since the last report. It is still the groups that are attracting people back as they open up.

Margaret is in the process of preparing the renewal documents for 2022 and will send them out in late November. We agreed that this year we will offer bank transfer as an option for payment and the treasurer and I have agreed a twice weekly run from the bank records to pick these up. I still anticipate a significant number will want to attend in January. Those wishing to pay in cash can only do so at a meeting. **ACTION MARGARET**

8. Programme: In the absence of Keith there was no update on the programme but Neil will contact Keith to get all the information he has for next year and circulate to all. **ACTION NEIL**

Margaret and Neil had each had one response to the suggested change of timing for the general meeting to 2:30 from 2:45pm. Tony will make an announcement and take a show of hands at the November meeting and Margaret will then circulate an email with a last chance to vote to all members and the matter will be decided at the November committee meeting. **ACTION TONY/MARGARET**

9. Wellbeing report: Sandra reported that the coffee morning had been very successful. So much so that they ran out of chairs. There was some discussion about separating the new members as we used to but decided to stay with the status quo. Neil will make every effort to attend in future to assist with welcoming new members who would be asked to identify themselves on arrival. There had been 16 new members since we last held a separate coffee morning for them. **ACTION NEIL**

10. A.O.B Newsletter: Karen and Ros expressed surprise at the amount of work required to produce this. Karen was happy to continue with Margaret's support but found the deadline too tight due to her personal circumstances. Margaret will finalise and produce the November one and we will discuss and agree deadlines for next year at the November committee meeting. As there is no edition in December Karen is happy to put that one together with Margaret still supporting her. **ACTION MARGARET**

Those of us that submit items were asked to send them in Tahoma 16 point if possible and as early as possible. Neil will circulate convenors asking for timely short articles to add some variety. **ACTION NEIL**
The cost of printing at Beauchamp works out at around 90p per booklet. Ros suggested using a commercial print shop to copy them. She has identified two possible ones from which she would be

happy to collect them. Meanwhile she will send them the October .pdf as a sample to get a costing, and we shall decide at the next committee meeting.

ACTION ROS

There were quite a few spare copies at the general meeting. We had 60 attendees and 75 copies printed. We shall not increase this until the attendance rises significantly. Meanwhile it was suggested that as well as the venues various people put them in we should consider coffee shops and doctors surgeries.

ACTION ALL

11. Date and times of next meeting – ZOOM

Because of the parking difficulties around the Knighton area we will continue to use Zoom for committee meetings for the foreseeable future. Ros will also investigate the facilities and costs at the Baptist Church on London Road.

ACTION ROS

It was pointed out that if we decide to start meeting in person we will be duplicating the costs having paid for the Zoom licences.

Tuesday 30th November 10:30 *Apologies Ros who will send any items to Margaret to report on her behalf.*

ACTION ROS

There is no committee meeting in December

Tuesday 25th January 10:30

Tuesday xx January 2022 at 10:30

12. Holiday Dates

Ros: 20th November – 6th January; 24th June – 1st July 2022.

During this period Ros asked that we use her personal email and not the generic so that she can access them from the US

ACTION ALL

Tony: 29th October – 8th November; 26th March – 4th April 2022; 3rd – 13th May 2022

Margaret: 23rd March 2022 – 6th April 2022; 30th April 2022 – 11th May 2022

Neil: 5th – 8th November

Karen: 1st – 7th April 2022; 24th June 0 1st July 2022; 16th – 23rd September 2022

Bob C. 3rd – 5th November; 7th – 10th December.

The meeting closed at 12:40 pm