

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting

Held on 30th August 2022 2pm at Christchurch Clarendon Park Road

Host & Chair: Tony Davison (Chair)

Present: Sue Took (minutes); Neil Taylor (Groups Coordinator); Ros Devine (Secretary); Bob Collins; Angie Barnes; Phil Proud; Karen Closs (Newsletter); Henry Paulinski (Vice Chair); Keith Pyne; Margaret Potter (Membership Secretary); Bob Holness (Treasurer)

Apologies: Sandra Barker (Hospitality & Wellbeing)

1. Discussion on minute taker procedure –

- Draft minutes are sent to Secretary
- Secretary sends them to all committee members for comments
- Comments are sent to all and secretary to amend the minutes & resend them to committee members
- At committee meeting the amended minutes are approved.
- Approved minutes are sent to all committee members & are signed off by chair
- Secretary sends the minutes (EXCEPT CONFIDENTIAL) to webmaster who puts them on u3a Leicester's website.

2. 5th July 2022 minutes were Approved

3. 12th August 2022 minutes were Approved – subject to confidential minute being removed and submitted for approval. **ACTION SUE**

4. 12th August 2022 Minutes to be amended and submitted for approval. **ACTION SUE**

5. **Terms of Membership** are sent to new members when they join. An email will be sent to all other members to let them know they can see Terms of Membership & Disciplinary Policy on u3a Leicester's website

ACTION ROS

6. **Data Breach** – was reported to Cybercrime. A letter from Chair will be sent to TAT, Data Protection is all up to date. **ACTION TONY**

7. **Old Laptops / Hard Drives** – All old laptops / Hard drives used by U3a can be destroyed by Leicester County Council due to Sensitive Data. To be arranged. **ACTION ROS**

8. 3 Dell laptops & Microsoft Apt & Norton security will be bought by Ros, when bought Margaret & any committee member with forms etc., to go on new laptop to pass over to Ros on a memory stick.

ACTION ROS

9. Confidential matters were discussed which is on a separate minute.

10. **AOB**

- Ros has received a credit note for over payment at De Montfort Hall which will be used as a prize at 40th Celebrations.
- Margaret has not received any correspondence from Third Age Matters re: Third Age Matters. She asked Ros to check with TAT that they have the correct contact details for reminders.

ACTION ROS

11. **Next Meeting – 4th October 2022 at 2pm**

12. **Holiday Dates** These were checked and confirmed as:

Ros: 8th November 2022 - 9th January 2023.

Tony: 12th – 19th September 2022; 13th – 17th October 2022

Margaret:

Karen: 16th – 23rd September 2022

Bob C. 3rd – 10th October 2022

Sandra 12th – 16th September

Neil

Henry: 3rd – 7th September 2022; 4th October – 12th October 2022

Keith:

Angie:

Sue:

Meeting closed at 4.10pm

APPROVED