

Minutes of the Committee Meeting

Held on 4th July 2023 at 2.00 p.m. at Christchurch, Clarendon Park Road

Host & Chair: Neil Taylor (Chair & Groups Coordinator)

1. **Present:** Ros Devine (Vice Chair); Angie Barnes (Membership Secretary); Bob Collins (Treasurer); Sandra Barker (Hospitality & Wellbeing); Karen Closs (Newsletter); Sue Took (Secretary); Dave Barnes (Systems Administrator & Assistant Groups Coordinator); Kay Thompson; Phil Proud.

Apologies: Keith Pyne (Speaker Finder)

2. **Minutes of the committee meeting on 30th May 2023**

Approved & signed by Neil & to be sent to Graham for the website.

3. **Matters Arising (not on the agenda)**

None

4. **Actions from previous minutes**

- Minutes that have been approved have been sent to graham to go on the website.
- Others in Chairs report

5. **Chair's Report – was sent out to committee members.**

- **Information from Leicester & Rutland Network Meeting** – The Network will not be holding pre-retirement workshops. Leicester u3a can hold its own. This will be linked in with Social Prescribing & Leicester Aging Together. Ros will take ownership of this project. **ACTION - ROS**
- **Update on 3rd Age Trust AGM** – The AGM will be held on 22nd November. Neil & Sue will attend. The deadline for amendments to resolutions is 28th July.
- **Leicester u3a's Christmas Lunch** – This lunch this year has been booked at Taste Restaurant for date 22nd November (the only remaining date available for a large group) this year. A booking has been made annually and in perpetuity at Taste for the usual 2nd week in December from 2024 onwards. This can be cancelled at any time if members want a change of venue.
- **Vacancies** – We urgently need to fill the vacant really useful member vacancies in order to continue holding monthly meetings. This will be mentioned at forthcoming monthly meetings and advertised in the newsletter (also by separate email if necessary). **ACTION - NEIL**
- **Documentation** – The National Policies have been reviewed & updated on their website.

6. **Secretary's Report - was sent out to committee members.**

- **Dogs** – Still having misunderstandings on the policy of dogs on walks. The Policy & Statement from Leicester u3a will be sent to graham to go on the website & re sent out to members. **ACTION – SUE**
- **Summer party** – subcommittee of Sandra, Angie, Phil & Neil will organise this event. Which is being held on Tuesday 15th August 2023 at Coffee Morning but will continue into the afternoon. u3a week is the 18th – 24th September 2023. **ACTION – SUBCOMMITTEE**
- **Asset Register** – will be updated when Phil & Neil have gone through the items they received from Irene. **ACTION – PHIL & NEIL**
Neil will check with Irene that the assets will still be covered by the insurance if they are stored in Phil's basement room. **ACTION – NEIL**
- **Leicester u3a Policies** – Do not need reviewing until Nov 2024. Sue & Ros will look at Policy on Visitors **ACTION – SUE & ROS**
- **Data protection & Responsible person forms** – Sue needs these by next meeting. Sue will send to anyone who has not returned theirs. **ACTION – SUE**

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7. Treasurer's Report - was sent out to committee members.

- **On-line Banking** – In progress
- **Bob H** – The committee formally passed a resolution to allow Bob Holness to have access to internet banking on a view only (non-third party) basis. This was required by Barclays Bank. Bob Collins proposed it and Neil Taylor seconded it . Proposal was carried unanimously.

8. Newsletter

- Margaret is still covering for Karen where necessary. Karen is proofreading with Phil.
- Karen will compose an email to members (when personal circumstances allow) asking for contributions and what members want from the newsletter.
- **Exhibitions** - Discussion was had on having exhibitions in library's, fete's, community hub, GP surgeries to advertise Leicester u3a & what events, speakers & groups we have on. A board already to go around to sites was proposed by Phil & 2nd by Neil & the proposal was carried.

9. Volunteering

- No volunteering articles to be circulated. Proposed by Karen 2nd by Phil. Agreed by all.

10. Membership secretary report

- This month's membership stands at 373 an increase of 3 since last month.
- Not all people who attend groups or meetings are checked to see if they are members or associated members, an email to be sent to convenors to remind them to verify membership. **ACTION – NEIL**
- Committee members to acknowledge any emails from members if they cannot reply straight away.

11. Group's Report - was sent out to committee members.

- Group convenors need to send list of members even if the same as any new members will not be covered by u3a's insurance.

12. Systems Administrator Report

- Siteworks is in progress. The cost of Sitebuilder is included in the Capitation Fee. Siteworks training is free of charge.

13. Programme

- Keith has resigned from the committee, email sent to secretary. He will continue to find speakers for the monthly meeting until the end of the year.

14. Wellbeing & Hospitality

- All going well.

15. AOB

- **Extreme weather** – an email will be sent out to all members if this is needed **ACTION – ANGIE**
- **Committee members reports** - to be sent to all committee members 5 – 7 days before the next committee meeting.
- **Social Prescribers** – are not charged for coffee at coffee mornings or monthly meetings.
- **Kay** – Thank you for stepping in to take the minutes when sue has not been there.
- **Minutes** – when Sue is not available Karen & Ros will take the minutes between them. Thank you. Sue has a dicta phone to help when she is taking the minutes.

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16. Holiday's

Angie & Dave: 19th – 21st July 2023

Sue: 13th – 20th July 2023; 31st August – 4th September 2023

Bob: 4th – 20th September 2023

Phil: 5th – 12th September 2023

Karen:

Neil:

Ros:

Sandra:

Kay:

17. Date & Time of next meeting

Tuesday 25th July 2023 at 2pm

Meeting closed at 4.04pm