

## **Leicester U3A (Charity number (1083274) Committee Meeting**

**Monday 25<sup>th</sup> March 2019**

**10am at Christchurch**

**Present:** Jenny Foxon, Chair, Steph Smith, Vice Chair and Groups Coordinator, Irene Ault, Secretary, Bill Manners, Treasurer, Margaret Potter, Membership Secretary, Sandra Barker, Wellbeing and Hospitality, Stella Memory, Minutes Secretary, Elisabeth Somogyi, Ros Devine.

**Observers:** Neil Taylor, Tony Davison, Bob Holness

### **1) Welcome and Apologies**

Jenny Foxon welcomed us all and an apology for absence was received from Gabi Garland.

### **2) Minutes of the Committee Meeting on 20<sup>th</sup> February 2019 and Matters Arising**

Irene stated that Neil Taylor had mistakenly been entered as a committee member instead of an observer, then the minutes were agreed unanimously.

At the Leicestershire and Rutland Family History Society AGM on 24<sup>th</sup> March, at which Jenny and Steph had represented the U3A, somebody asked if there was a U3A in the Braunstone area, which there is not. A discussion followed about the possibility of forming one for potential members. Steph Smith said she would write to Jean Hogg about this or talk to her at the Network meeting. She would also be talking to Enderby U3A about holding group meetings in members' homes.

### **3) Chair's Business**

There was nothing to report.

### **4) Secretary's Business**

#### **a) Arrangements for April Monthly Meeting and reconvened AGM**

The monthly meeting will start promptly at 2.30pm, there will be no notices and any questions to the speaker would be deferred until tea.

It was agreed that for the election of the committee, Irene, as a committee member not standing for election, would introduce the candidates and explain their anticipated role on the new committee.

#### **b) Monthly Meeting responsibilities**

Irene went through the list with the rest of the committee and the following were added or amended:

#### **If meeting in worship centre:**

**Key Holder:** Steph Smith to take over this role from Irene.

**Latecomers, early leavers:** Elisabeth and Tony for the April meeting.

#### **General:**

**Roller Banner:** whoever is there.

**Speaker welcome/water/refreshment/sign for parking:** Jan Hall for April, (Irene to email her), Steph to talk to Keith Pine, Speaker Organiser, about taking over after April.

**Health and Safety:** Ken Reeve cannot do April, so Ros Devine will be in charge.

**After meeting:** Add to first paragraph, 'switch off lights'.

Ros and Steph will do the security checks in the worship centre.

**Steph will put up and take down curtains over windows in gallery, Ros and Steph to check doors in Worship Centre are secure and see that lights are off and the centre is locked up.**

In addition, Ros Devine brought to our attention that the fire door next to the kitchen, to the outside of the passage, was blocked.

**Action: Check with the Church for fire exits; ask to see the Fire Certificate.**

**Appendix 6: Equipment:** Digital Projector is now plural.

## Tea and coffee

**c) Suggestion that, with the consent of all the nominees for election to the committee, the Officers of the incoming committee are pre-elected so as to expedite proceedings after the AGM, subject to ratification by Gabi Garland**

The following nominations were made:

<u>Post &amp; Nominee</u>	<u>Proposed by</u>	<u>Seconded by</u>
Chair – Stephanie Smith	Margaret Potter	Elisabeth Somogyi
Vice Chair – Jenny Foxon	Steph Smith	Neil Taylor
Secretary – Ros Devine	Jenny Foxon	Sandra Barker
Treasurer – Bill Manners	Ros Devine	Stella Memory
Groups Coordinator – Neil Taylor	Jenny Foxon	Steph Smith
Membership Secretary – Margaret Potter	Bill Manners	Ros Devine
Wellbeing & Hospitality – Sandra Barker	Steph Smith	Margaret Potter
Minutes Secretary- Stella Memory	Jenny Foxon	Neil Taylor

All were elected unanimously by those present, except that Irene did not vote as she would not be a member of the incoming committee.

Committee members:

Elisabeth Somogyi, Gabi Garland, Tony Davison, Bob Holness.

Margaret Potter said new badges would be available at the AGM.

**d) Committee Liaison Persons (CLP): after the AGM, CLPs will be needed for Beacon Administrator, Web Manager, Newsletter Editor, Speaker Organiser, Publicity Coordinator**

Margaret Potter volunteered to be CLP for Beacon Administrator; Steph Smith for Speaker Organiser; and Tony Davison for Web Manager, Graham Williams, and Publicity Coordinator Henry Paulinski.

The CLP for the Newsletter Editor was deferred until the situation was clearer.

**e) Equipment (a) the Dell projector**

Discussion of the future of the Dell projector was deferred until after we had had experience of the new Epson projector.

**Action: Irene to draft instructions for users of the Epson projector.**

**(b) Storage of Equipment**

Irene noted that she was currently storing the U3A printer, 3 laptops, one of which would go to Ros as the incoming Secretary, 2 projectors and 2 screens, as well as various other bits of equipment.

Ros did not wish to have the printer, and Margaret offered to house it provided she had room.

It was suggested that the committee could look at drafting in other members to be responsible for equipment. The decision as to who could borrow what was deferred to the new committee.

**Action: Irene to send the dimensions of the printer to Margaret**

**f) Network Meeting – Constitution**

A constitution was needed in order to set up a bank account for the Network. Irene proposed and Margaret seconded that Ros and Steph be instructed to vote in favour of the proposed constitution. This was agreed.

**g) Beacon Privileges – need to update**

As Steph would continue to organise the Convenors' meetings when she was Chair, it was agreed that sending emails should be added to the Chair's privileges.

**Action:** Irene to amend the Chair's privileges on Beacon

Margaret stated that she would do the groups audit twice a year.

#### **h) Constitution – Object Clause**

Irene recalled that the 2018 AGM had approved the amendment to the Charitable Purposes clause recommended by TAT. She had thought that TAT had been looking after the technicalities of ensuring that the information with the Charity Commission was updated, but this did not now seem to be the case. She had obtained approval herself for the change but the amendment service on the Charity Commission website did not appear to be working correctly. She had phoned the helpline which had advised her how to proceed. As yet, there had been no response from the Commission and our details were unchanged.

On the matter of the revisions to the constitution under consideration, Margaret proposed that the Constitution Sub-committee should check through the points made in the draft letter from Irene to TAT.

#### **5. Treasurer**

Bill Manners had nothing to add to his report. Answering a question from Irene about refunding the new honorary members their membership fees, he stated he had done so.

#### **6. Group Coordinator's Business**

There are currently 74 groups and 2 budding groups, namely Perudo and Mah Jong Beginners. Steph had deleted History 3 on Beacon as it had no convenor and no members listed. As one of Stella's Creative Writing Group members goes to a History group on the first Monday of the month, she will check with him what state it is in. Steph was informed that Ivy Carr was the convenor of French Conversation Intermediate.

Steph and Neil are to consider how to use the update to the Convenors' Handbook produced by TAT with the documents for convenors we already have. Irene suggested it could be used as the basis for a convenors' meeting.

#### **7. Membership**

Membership is currently 405. This is compared to 386 at the same time last year.

#### **Honorary membership for founder members**

All five of the founder members have accepted Honorary Membership. Thank you cards from two of them were circulated.

#### **8. Publicity and Communications**

Nothing to report.

#### **9. Wellbeing and Hospitality**

Sandra Barker reported that Margot Comer would not be able to host a New Members' Coffee Morning in April.

#### **10. LAT event in January**

##### **a) update on way forward**

Ros Devine thanked Elisabeth Somogyi for her extensive report for recruiting and integrating new members, which was emailed to the committee and will be discussed at April's meeting.

#### **11. Dates and times of meetings**

Tuesday April 23<sup>rd</sup> at 2pm at Christchurch, host Jenny; Wednesday 29<sup>th</sup> May at 9.30am at Christchurch, host Stella.

**12. Holiday dates** – Margaret added to her dates.

#### **13. AOB**

There was no AOB.