

## Leicester U3A (charity number 1083274) Committee Meeting

9.30am, Wednesday 29<sup>th</sup> May, 2019

**Host: Stella**

**Present:** Jenny Foxon, Vice Chairman; Ros Devine, Secretary; Bill Manners, Treasurer; Margaret Potter, Membership Secretary; Neil Taylor, Groups Coordinator; Sandra Barker, Wellbeing and Hospitality, Stella Memory, Minutes Secretary; Elisabeth Somogyi, Committee Member; Bob Holness, Future Treasurer; Tony Davison, Committee Member.

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

Jenny welcomed us and thanked us for attending, as Steph Smith was on holiday. An apology was received from Gabi Garland.

### **2) Minutes of the Committee Meeting on 23<sup>rd</sup> April 2019 and Matters Arising:**

Bill Manners pointed out a correction: 'recruiting' instead of 'reuniting' in **Chair's Business, b) future plans – social events**; and Stella Memory noticed while typing these minutes that she had missed out Elisabeth Somogyi's name from members present at April's meeting. She will make these corrections and send them to Ros to attach to signed, archived copy.

There were no matters arising. The minutes were signed by Jenny.

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

#### a) Newsletter

Steph and Graham Smith will take over from Cliff Ault in September. Graham will do the layout, and Steph will make editorial decisions. The generic email will remain for submissions and enquiries.

#### b) Social Committee

Steph is waiting for volunteers for this, after advertising in the Newsletter and a mention at the last monthly meeting. Her request for a Link person from the main committee has been filled. Elisabeth Somogyi volunteered, and the committee appointed her as Task Finder Person.

#### c) Chair's Lunch

Steph is about to book a room at the Quaker Meeting House for the end of July, excluding a Friday.

**Action: Committee to be advised of date when known**

#### d) Date of review of Data Management Policy

Steph will circulate, and we will be discussing at the June committee meeting, the planned review of our Data Management Policy. As requested by Steph, we decided it would be good to do the same again and discuss this in a sub-committee.

**Action: Sub-committee, comprised of Secretary, Treasurer, Membership Secretary, and Chair if she wishes, to discuss review of Data Management Policy**

e) **U3A Conference**

Steph and Ros are booked in to attend a variety of workshops.

f) **Microphones**

Two members had made a complaint about the mics at the last monthly meeting. Alan Sylvester said they were inadequate, and Erica Canfield said there was distortion so she couldn't hear most of what was said.

**Action: Ros Devine to check equipment list and find out who owns the mics, and contact the 'sound' people at Christchurch.**

**Margaret Potter suggested we contact Erica to ascertain whether the distortion was on the T Loop, or in the room, and where she was sitting.**

g) **Committee Meeting Minutes- procedure**

Part of this procedure needed clarifying ie. Secretary to make any corrections/additions to first draft sent to her by Minutes Secretary; after sending them to committee members for any further alterations to be made if necessary, this final draft is sent to committee members for approval at the next committee. Any further corrections etc. to be made by Minutes Secretary. A copy is supplied by the Secretary for the Chair to sign at the meeting. This is then archived by the Secretary along with any attached correction sheet supplied by the Minutes Secretary.

h) **Social Prescribing**

It was agreed that we need Training Advocates to help potential members sent to us by GPs and charities. We need to make sure that those people sent to us can manage on their own, or have a carer.

**Action: Ros is meeting Age UK and RVS next Tuesday, to discuss this.**

I) **Speaker Query**

We agreed that a speaker Keith Pyne wants to book can sell samples of cheese to members after his talk on Cheese making.

j) **Bus Pass Tours Convenors' costs**

Denise Buchan, the convenor of Bus Pass Tours, has 5 members who are not on email. She has incurred costs for stationery, printing and stamps for sending out information to them for forthcoming trips, and would like to be reimbursed.

Steph Smith has suggested a discretionary fund for convenors to use for stationery etc.; receipts to be given to the Treasurer for reimbursement. The committee agreed this.

**Action: Ask Denise how much she has paid out so far. Margaret has offered to print her information sheets and send them to the 5 members in an SAE; or Denise, who now has a printer, can do this if she prefers.**

It seems that some members were not aware of the last trip to Coventry, or were unable to attend the prior meeting after the last monthly meeting. Ros and Elisabeth did not receive the second invitation.

**Action: Neil Taylor to email those members on email saying a letter will be sent to them of future trips. He will also call the group together.**

David Barnes had a query about replenishing the first aid kit.

**Action: Bill Manners to check with Jan Hall on cost etc.**

Ros Devine informed us of some points on the Agenda at the Network Discussions Group which she thought would be pertinent to our U3A:

- a) There was offer of support to U3As with diminishing numbers
- b) Was there local TV and Radio involvement, informing the public of our role?
- c) We can get funding from TAT for study days
- d) We can raise funds for our U3A from craft days and quizzes.
- e) Widening Participation

**Action:** Our numbers are not diminishing at the moment. There have been broadcasts on Radio Leicester, and there used to be press releases about monthly meetings. Peter Stanfield used to do this. Ros is to contact Henry Paulinski about this, and remind him of rules for visitors. Funding for study days is more the domain of the Network, and we do not really need funds at the moment. We will put forward a plan for Widening Participation when we have worked out how to devise one.

## **5. Treasurer**

Bill Manners informed us he will start doing Gift Aid soon, and he has received invoices for printing from Beauchamp College. Expenditure for 2019 so far is within budgetary forecasts.

## **Signatories**

Bill has received a mandate change form from Barclays for the new signatories, Ros Devine and Bob Holness. We can do dual authorisation; Bill is to set up a blank template for them to use.

## **TAT's Financial Matters document**

This has been updated, and Bill drew to our attention some of the points:

The document discusses the use of online banking. We could consider doing this in the future with Barclays.

Our registration number should now appear on all financial documents, including emails and cheques.

Bill will reword the financial advice to convenors about using their own credit cards. They will have to tell him in advance if they want to use one, and will not be standard practice.

Margaret Potter is to check all emails on Beacon, and set up a blank standard form for herself, Secretary, Groups Coordinator and Wellbeing and Hospitality. Margaret to let Steph Smith know.

Tea and coffee

## **6. Bob Holness**

Report back on training session for Treasurers on April 23<sup>rd</sup>, 2019

Bob reported that this was worthwhile and would be helpful for any trustee new to U3A committees.

He brought up that the presenter emphasised that it would be good practice to present a bank reconciliation to trustee meetings.

**Action: Bob to implement this when he takes over as Treasurer. He will send to us as a document.**

Bob wants to look at what is in the Beacon Accounting Package, as the presenter did not favour this.

**Action: Give Bob Treasurer's privileges as future Treasurer for training purposes. To let Irene Ault, know.**

### **7. Groups Coordinator**

There are currently 74 groups. Of the budding groups, Mah Jong Beginners and Art Appreciation 2 are ready to start, but Perudo probably will not happen.

Separate to the Agenda item, Denise Buchan, the Bus Pass Tours convenor has expressed concern that a visit to Coventry was organised while she was on holiday without her knowing.

**Action:** Neil Taylor will email the member who organised the trip for just 7 members, reminding her of best practice, and is advising Denise to book a second trip to Coventry. Denise will also speak to Lesley.

Neil is to talk to Kathy Gill or Lynn Cox, and a clinical psychologist, about setting up the planned Memory Group. One idea is to ask members to bring in items from a particular period on which to reminisce.

### **8. Membership Secretary**

Membership currently stands at 420.

Margaret mentioned that a native French speaker is to join the Advanced French Group. She has no English, so this will be advantageous to both.

### **9. Publicity and communications**

There was nothing to report.

### **10. Wellbeing and Hospitality**

New Members' Coffee Morning. Sandra Barker informed us that all who were invited to the latest one and said they would come, did attend. Others did not reply to her invitation.

**Action: Margaret to add Sandra to her membership email, informing members of NMCMs and the need to reply.**

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

Wednesday, 21<sup>st</sup> August at 10am, host, Tony. September meeting to be confirmed

### **13. AOB**

There was no AOB.

Meeting finished at 11.15am

**Date of next meeting-** 25<sup>th</sup> June

**Time:** 2pm

**Venue;** Christchurch

**Host:** Elisabeth

## **Appendix:**

On 5<sup>th</sup> June, Ros sent to the committee 'Notes on Christchurch Audio System'. Neil picked out the relevant information. He volunteered to test the mics after the Guest Speaker, along with other members with hearing aids and/or poor hearing, as Margaret suggested.

Bill emailed us to say that according to the Assets Register, the roving mic and cable are ours. Irene has them, and he will check with her who has everything else, supposedly Christchurch.

On 29<sup>th</sup> May, Margaret emailed us to say she had set up blank emails in Beacon, for Secretary, Groups Coordinator and Wellbeing and Hospitality. They are invited to look at them and test them. Irene is to be asked to okay them.