

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting held on Wednesday 21st August 2019

at 10.00 am at Christchurch

Host: Tony

Present: Steph Smith(Chair), Jenny Foxon (Vice Chair), Ros Devine (Secretary), Bill Manners (Treasurer), Margaret Potter (Membership Secretary), Neil Taylor (Groups Coordinator), Sandra Barker (Wellbeing & Hospitality), Elisabeth Somogyi (Committee Member), Tony Davison (Committee Member), Bob Holness (Future Treasurer).

1. Welcome and Apologies

A) **Steph welcomed us to the meeting. Apologies from Gabi Garland and Stella Memory.**

B) Stella has tendered her resignation from the committee due to other commitments.

C) The committee asked Steph to write to Stella offering our thanks for her work on the committee.

D) Jenny agreed to take the minutes.

Action: Steph to write to Stella

2. Minutes of Committee Meeting held on 25th June 2019 Matters Arising –

A) Ros has a Hospital Appointment on 29th August so will not be going to U3A Conference. Neil has agreed to go in her place.

Action: Ros to inform conference office

B) Minutes of 25.06.19 agreed

3. Chair's Business

a) **Clarification of Role of Systems Administrator** – In the roles document, remove

'to get permission of Beacon subcommittee' as the subcommittee no longer exists

Margaret and Ros will meet 23.09.19 to review roles to ensure we have only one agreed copy of each role to be agreed at the next committee meeting

b) **Pyramid Club Poster** – Poster for Inclusive Swim session at Aylestone Leisure Centre -

Action: Display at Monthly Meeting

c) **Social Events** - Musical Afternoon – Steph to organise a musical extravaganza in the

d) New Year, could include song, dance, instrumental. Watch this space.

Network Quiz- Gabi and the 'How Hard can it Be' Group to organise a quiz in the new year.

e) Days Out – A member has come forward offering to help organise some days out.

Christmas Lunch – Neil Taylor and Kay Relf have offered to work with Jan Hall on the 2019 Lunch with a view to organising 2020.

d) Conference and voting – Ros will circulate the AGM details. We send responses to Steph.

e) Graysford Hall Opening – Bill will attend this as a local resident.

f) Failing Groups – Several Groups are struggling and need more members. Members are failing to let conveners know if they are/are not attending the session. Members also need encouraging to actively participate in their groups.

Action – to be on the agenda for the next group conveners meeting. Neil & Steph Also Neil to write to all conveners asking if they are experiencing difficulties in their groups – with communication and attendance.

Would the conveners be prepared to take part in an Open Day for the existing members, to showcase their groups' activities with the aim of attracting new members to the group.

4) Secretary's Business

a) National Newsletter – circulate to all committee members. Ros drew our attention to the article on the 'Campaign to end Loneliness' and bite-size workshops.

b) Constitution – Reconvene the working party -Bill, Ros, Irene, Margaret and Steph. Third Age Trust have now published a revised model constitution.

c) Agenda – Ros to take on production of the agenda

d) Communications – Working Group met on 23.8.19. Discuss their findings at the next CM

e) Visitors at Group Meetings – Margaret had produced a document to facilitate discussion. Suggestions were made for changes. A Policy will be finalised at the next CM

5. Treasurer

Gift Aid documents submitted to HMRC resulting in them sending us £987.03

Travel Commission – another member has used Riviera Travel to book a holiday resulting in Leicester U3A receiving a cheque for £339.80 in commission.

The Saltaire Trip has being able to go ahead.

The Treasurer has drafted a revised version of 'The Financial Advice to Group Conveners' When it has been agreed, it will be circulated to all conveners.

6. Groups Coordinator

Still growing although we have lost one or two. Neil will produce something for the next Newsletter about member etiquette in keeping in touch with your convener.

7. Membership

We are steadily growing. Currently 441 members – 421 Full, 14 Associate, 6 Honorary.

8. Publicity & Communications

9. Wellbeing & Hospitality

NMCM organised for 22.8.19.

Two or three members have responded to the request for more 'Meeter Greeters' at the MM.

10. Date & Time of Future Meetings.

Wednesday 30th October 10.00 to 12.00 Host Sandra

11. Holiday Dates

These were updated.

12. AOBM

None

The meeting closed at 12.00 noon.

Date of next Meeting – Tuesday 24th September

Time – 14.00 to 16.00

Venue – Christchurch

Host – Margaret