

**Minutes of the Committee Meeting held at Christchurch on Tuesday 26<sup>th</sup> November  
2019 at 14:00**

**Host:** Sandra

Present: Steph Smith (Chair), Jenny Foxon (Vice Chair), Ros Devine (Secretary), Bill Manners (Treasurer), Bob Holness (Future Treasurer), Margaret Potter (Membership Secretary), Sandra Barker (ell Being and Hospitality), Elisabeth Somogyi (Committee Member), Neil Taylor (Groups Co-ordinator), Tony Davison (Minute Taker).

**1. Welcome and Apologies**

Apologies received from Gabi Garland.

**2. Minutes of Committee Meeting on 24 September and Matters Arising**

The minutes were amended to include Jenny's apologies. The Confidential Minute and the Committee minutes, as amended, were agreed. There were no matters arising from the minutes.

**3. Chair's Business**

a. Christmas Tree

Steph now has sufficient baubles, as well as lights in U3A colours (blue and yellow). She will, if it is not still required for the Christmas Tree Festival, bring the tree to the Christmas lunch. A photograph of it, with baubles, is to go on the website.

**Action:** Steph to find out if the tree will be available

b. Open Mic Event

Steph has had responses from various Groups (e.g. Ukulele, Guitar, and Singing) as well as individuals all wanting to take part in the event. Steph is going to prepare a programme for the event. It was noted that there are microphones available in the church and that these (including roving mics) have been used for U3A meetings in the past.

**4. Secretary's Business**

a. Committee Conduct.

After extensive research, Elisabeth had circulated a paper for discussion. Unfortunately, this had not been received by all members of the Committee. Because of this discussion was deferred until the next meeting. Margaret expressed concern about the partial distribution of the paper and suggested that the contacts list be checked. She also stressed the need to include, in any emails accompanied by an attachment, an indication to that effect to avoid them being overlooked.

**Action:** Ros to check the contacts list and enquire whether the U3A already has anything equivalent to Elisabeth's proposals.

b. U3A Event, June 2020.

The week of June 1-5 2020 has been designated "National U3A Week", with the aim of drawing attention to the U3A and generally raising its profile. Different U3As have put

forward a range of potential events, including a Town Crier, ukulele and other musical and singing concerts. The national U3A is to make appropriate merchandising available, although this would have to be paid for by individual U3As. Steph reported that the Network has asked Leicester U3A to hold an event on Wednesday 3<sup>rd</sup> June and want to receive our suggestions by January. Neil suggested another Open Mic event in view of the positive response to the current one (Item 3b). The Committee agreed that we should participate but made no decision regarding details of the event. Margaret stressed the need to take steps to secure a suitable City Centre venue such as the Guildhall or the Cathedral gardens. It was also agreed that a Sub-Committee was needed in order to make further progress. Steph, Elizabeth and Neil are to form the core of the Sub-Committee and further volunteers are to be sought from the wider membership.

**Action:** Steph to email members, seeking volunteers for the Sub-Committee and investigate the cost of merchandising and display stands.

Elisabeth to investigate possible venues.

## **5. Treasurer's Report**

Nothing to report.

## **6. Groups Co-ordinator**

Neil reported that, for a variety of reasons, several groups are losing their convenors but that in each case replacements had been found.

The proposed Craft 2 Group is now up and running.

He has received a large number of suggestions for new groups, some of which either overlap with existing ones or require further clarification before they can be put to the membership. He is, however, going ahead with a suggested Drama Group and a Drawing and Sketching group.

## **7. Membership**

### **a. Roles and Membership Issues.**

So far there have been approximately 125 renewal and 7 new membership applications. There have been 9 resignations, for a variety of reasons (moving away, lack of parking at the venue) none of them detrimental to the U3A. One of the renewal applications was signed by someone (not themselves a member) under a Power of Attorney. Margaret is to check whether the applicant is aware that U3A cannot provide caring at meetings.

### **b. Confidential Item**

See separate confidential minute.

## **8. Publicity and Communication**

Ros said that there was still uncertainty as to who was fulfilling this role. Margaret reminded the Committee that "Communication" had been deleted at the last meeting and confirmed that Henry was dealing with Publicity.

## **9. Wellbeing and Hospitality**

a. Coffee Mornings

Sandra said that there was a problem with providing coffee now that new members were being invited to general coffee mornings rather than to separate ones for new members only. Existing members are expected to pay for coffee but it seems somewhat unwelcoming to invite new members and then expect them to pay for coffee. Margaret suggested that the email invitation to new members could act as a voucher, to be redeemed for the first cup of coffee.

b. "Learning Not Lonely"

Ros had several copies of this booklet, produced by national U3A in connection with the social prescribing initiative, and could provide these to anyone interested. Margaret asked that any membership enquiries resulting from this should be referred to her so that she could check the suitability of prospective applicants.

**10. Dates and Times of Meetings.**

Thursday 19<sup>th</sup> December (12:00). Margaret to host. Jenny has given her apologies in advance. Agenda to include items for discussion of the Constitution and arrangements for dealing with renewals at the January General meeting.

Tuesday 28<sup>th</sup> January (14:00). Jenny to host.

Tuesday 25<sup>th</sup> February (14:00). Elisabeth to host.

**11. Holiday Dates.**

Jenny, 23-26 January.

**12. AOB**

Bob said that the transfer of Treasurer's responsibilities was progressing smoothly. He will need permission to use Beacon and the Committee gave approval for Bob to shadow Bill. Irene will need to amend Beacon permissions to allow this.

**Date of next meeting - 19<sup>th</sup> December**

**Time – 12.00**

**Venue – Christchurch**

**Host – Margaret**