

**Leicester U3A (Charity Number 1083274)**

**Minutes of the Committee Meeting held on Wednesday 30<sup>th</sup> October 2019 at 10.00 at  
Christchurch**

**Host:** Sandra

Present: Ros Devine (Secretary Acting Chair), Bill Manners (Treasurer), Margaret Potter (Membership Secretary), Elisabeth Somogyi (Committee Member), Tony Davison (Minute Taker), Bob Holness (Future Treasurer), Gabi Garland (Committee Member).

**1. Welcome and Apologies**

Apologies received from Steph Smith and Neil Taylor.

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

The minutes, as amended, were agreed.

It was noted that the confidential item (not included in the main minutes) needed to be confirmed at the next Committee Meeting.

**3. Chair's Business**

a. Post-Christmas Social Event (Open Mic.)

Neil will be able to provide the equipment if necessary, so the hire cost (£100) will not arise. Margaret stressed the need for a clear statement at the start of the event to the effect that no photos or recordings (audio and video) should be taken without the express permission of the participants. The Singing Group has had difficulties with this in the past.

b. U3A Stall at Dr Singh's Surgery the banner used for the event has old strap line Action RD to investigate the cost of replacing it

Ros reported that this had been a great success and feedback had been very positive.

c. Committee Roles

Ros said that, following discussions with Steph, she would in future be sending the minutes directly to the newsletter rather than through Irene. After some discussion about this and about minutes in general, Margaret set out the current position, which is that the draft minutes should be go from the minute taker to the Secretary within seven days of the meeting. The Secretary then circulates them for comments before sending out the final version seven days ahead of the meeting. The Committee agreed to keep this arrangement. We agreed to leave roles as previously agreed

**Action:** Ros to clarify with Steph what the role of the newsletter compiler is with regard to the minutes.

d. Affiliation Agreement

The papers for the forthcoming Network Meeting on November 1st were discussed. The Committee noted that, although affiliated, all U3A Branches were independent. Bill drew attention to item B1 on page 3 of the Affiliation Agreement and questioned whether this meant that public liability cover extended to the Network, given that branches were covered individually. It was agreed that this was the only comment the Committee wished to make.

#### **4. Secretary's Business**

##### a. Loneliness Campaign

Ros circulated copies of the U3A leaflet. It was agreed that these should be put in Public libraries, GP Surgeries and Pharmacies. Referring to the box for U3A contact details for those wishing to enquire about membership, Margaret said she would be happy for this total to include "Membership Secretary" (no name) together with the generic email address and phone number. She pointed out that there might be some overlap with neighbouring U3A Branches and said she would check enquirers' addresses and advise them if there might be a more convenient Branch. She added that she would print out appropriately worded labels to be attached to the leaflets.

**Action:** Ros will order 300 leaflets, to be sent direct to Margaret.

##### b. Constitution.

This was agreed. It needs to be submitted to the next AGM for ratification, subject to any comments from Third Age Trust.

**Action:** Ros to send a copy of the constitution to Third Age Trust for comments.

##### c. New Venue for Committee Meetings

Ros reported that she had visited Stoneygate Baptist Church. This has very much better facilities and considerably more car parking but would be almost twice as expensive as Christchurch. After discussion it was agreed that parking problems could be alleviated by car sharing and that the added expense could not be justified. The Committee agreed to continue with Christchurch.

**Action:** Bill to book the room for the next two meetings on 26<sup>th</sup> November (14:00) and 19<sup>th</sup> December (10:00)

##### d. Roles of Committee Members

This has been covered previously under item 3c.

##### e. U3A Survey.

Ros had received 20 copies of a U3A survey, to be distributed randomly to members and returned by 13<sup>th</sup> December. The survey can also be completed online. It was agreed that the twenty copies would be made available at the next general meeting for anyone without internet access to take away if they wished.

**Action:** Margaret to email all members pointing out that the survey was available on line for anyone interested.

## **5. Treasurer**

Bill will be standing down as Treasurer on 1<sup>st</sup> January, although he will remain on the Committee until the AGM. Bob, who is currently preparing a report on the costs of the changeover to Beacon will be taking over. Bill said that the speaker at the next general meeting, who is from Curve, had asked that a donation be made to the theatre in lieu of a fee. It was agreed that a donation of £70 would be made.

**Action:** Margaret is update the relevant documents (Contacts List and Members' Information) in connection with the change of Treasurer.

**RD** asked about online payments but although Beacon has PayPal capabilities it would cost us to register with PayPal and complicate the of the Membership Secretary

## **6. Groups Coordinator**

No report in Neil's absence. Margaret reminded the Committee that Neil's report to the last meeting had not been fully considered due to time constraints and would need to come back to the next meeting.

Margaret is to carry out a Groups Audit to ensure that all members of Groups are still paid up members of the U3A.

**Action:** Margaret to email all convenors in early November, asking for a full list of current members of their groups.

## **7. Membership Secretary**

Margaret has received two applications for 2020 membership. She will be sending out renewal letters to existing members in mid-November.

See also separate confidential minutes

## **8. Groups Coordinator**

See item 6

## **9. Publicity and Communications**

Margaret pointed out that the Committee no longer includes a Communications role so reference to it can be omitted from this item in future. There is some uncertainty about what is happening with publicity.

**Action:** Ros is to speak to the Publicity Officer and report back to the next meeting.

## **10. Well Being and Hospitality**

New members Coffee mornings in homes have been poorly attended. In contrast, those in the Friends Meeting House have been very successful. After some discussion it was agreed that it would be best to amalgamate the new members' and all members' coffee mornings.

### **11 Future Meetings**

26<sup>th</sup> November (14:00) and 19<sup>th</sup> December (10:00)

### **12 Holiday Dates**

Tony 4-11 November

Gabi 12-30 November

### **13. AOB**

No other business

**Date of next meeting - 26<sup>th</sup> November**

**Time – 14.00**

**Venue – Christchurch**

**Host – Ros to be confirmed**

1.