

MINUTES OF COMMITTEE MEETING

HELD ON MONDAY 11th MARCH 2024

1. **OPENING AND APOLOGIES:**

All Members were in attendance.

2. **APPROVAL OF MINUTES OF MEETING HELD ON 12th February 2024.**

The minutes of the meeting were approved as a true account.

3. **MATTERS ARISING:**

There were no matters arising.

4. **CHAIRMAN'S REPORT:**

- Terry summarised the 'Fit For the Future' project as detailed by the Trust. He outlined the proposed new structure of the organisation and gave some detail on how it would work. There will be several layers of management above the Members (set at level 6) and Committees (set at level 5) – with the Board at Level 1. Les felt that some of the restructure was absolutely necessary as, at the moment, minor matters are being dealt with by the Board and there are too few people are running the Trust so more management levels would be an advantage. Hopefully, some good points will come out of this reorganisation.
- Terry mentioned the monthly SCN Updates and recommended that all should read them. He said that it would also be good to read the Newsletter which the Trust mails out.
- Terry then went on to discuss the u3a Summer Festival to be held on 18th – 20th July in York. He asked if any Committee Members had thought of going but all agreed that it was too far and too expensive to go there – although we will all be interested in what come out of it. It appears that Nick Stanley, one of our Members, is going to be an expert speaker at the Festival and he has offered to keep us up to date and will put some information on our Newsletter as to the happenings in York. **ACTION:** Terry to contact Stephen to put an article regarding the Festival in the next Newsletter.
- AGM Entertainment: Terry gave the disappointing news that the Ukulele Group who had been booked as entertainment for the AGM were no longer able to attend. Fortunately, Committee Members had made contact with a representative from Lowland Search and Rescue Team who attended the same Charity Day at Locks Heath Centre, on Friday 8th March – who then offered to supply us with a speaker for the AGM in April. **ACTION:** Brian to contact the Locks Heath Centre manager to obtain the contact information for Lowland Search and Rescue and then firm up the details with them.

- Terry then noted that the Speaker for the next Monthly Meeting – James Taylor – would need all the sound equipment and screen for his talk on Grace Darling and the RNLI.

5. **TREASURER'S REPORT:**

The Current Account balance on 29th February was £5,130.32. The only payments were for the Speaker and postage for the uncollected Renewal packs.

The Pre-April Subs Account balance on 29th February was £2,751. This is about £700 less than the same time last year.

The Groups & Events Account balance on 29th February was £1,542.45 There were only the usual transactions relating to Interest Group subs payments in and hire payments out and payments for a trip organised by Heritage & Cultures

The St John's invoices for both accounts were apparently emailed to Les but not received. A fresh set has now been received so there will be dual payments out of both accounts in March.

St John's Hire Charges

We were advised by St John's that their hire charges are increasing from 1st April. They say that the increase has been limited to £2 a room per hour to support their clients rather than the £3 figure they needed.

The Monthly meeting cost will increase from £168.05 to £181.55. The annual increase for 11 meetings is therefore £148.50.

For the Art & Architecture, Garden and Heritage & Cultures Groups using the Grove Room or Evens Room the monthly increase is £3.60 and they all should be able to absorb that if their current attendance numbers continue. They also all have a reasonable credit amount in the bank account which they can use.

For Shepperd Singers who use the Hall weekly, they receive a 12% discount so their weekly increase will be £3.52. Their advance subs for their April to July term are due to be agreed this month. This is a 14-week term so the extra cost will be about £50 and their current credit in the bank account should be enough to cover that.

ACTION: Comments were made about the lack of comfortable chairs at St. Johns so Les will ask the church to see if it is possible to increase their supply.

6. **MEMBERSHIP SECRETARY'S REPORT:**

John stated that at the present time we have 210 Members, but he is concerned that several people will not renew their membership. He also noted that 94 Members attended the February Monthly meeting. There was a discussion over membership reminders as so many people had not returned their membership forms. **ACTION:** It was decided that John should send out reminders before the next monthly meeting. A question was posed about the numbers needed to make Locks Heath u3a – viable. It was agreed that we

have a long way to go before the numbers become critical and we will not be aware of our actual numbers until after 30th April when lapsed members can be counted and definite Member numbers can be seen.

John then went on to discuss the exhibition boards that are used to advertise our groups either at the monthly meetings or when out at an event. This follows on from Lois asking for an extension top board to fit onto the main board. After some investigation it turns out that the boards we now have, over time, replaced our original ones – probably through people picking up the wrong case after large charity events. The upshot is that we have two bigger boards, but top extensions are not available to fit them. In light of this the use of the boards was discussed and it was agreed that we would keep the boards with the group adverts on them and further information on each group would be available for people to pick up and take away.

7. **GROUPS LIAISON REPORT:** Lois informed the Committee that as Risk Assessment reports were received by Linda, she would then send out the Insurance cover notes that had recently arrived.

She was very pleased to say that the Petanque group had been launched and it will meet on the 1st and 3rd Friday of each month. Lois is hoping that numbers will grow, and a discussion was had about u3a members from other groups joining – it was felt that there should be no problem with this at this stage, but this may need to be reviewed if numbers increased as hoped.

Lois then went on to say that 5 members of her 'Tea Team' were leaving thus leaving 12 members left on the rota of 4 per month – thus on rota every 3 months. It was noted that there were a few comments with the tea at last month's meeting – this was discussed, and Lois assured the Committee that they would be put right. Part of the problem was that there was not enough hot water for the tea, so more urns are needed to solve this issue.

ACTION: Les to speak to Liz Morgan at the Church to ask that 2 urns be available for our use and in the future large tea pots will also be used rather than the one tea bag per cup as is the practice at the moment.

ACTION: Lois to put an advert in the Newsletter for more helpers to join the Tea Team.

8. **CHRISTMAS LUNCH UPDATE:** Rachel noted that she had seen Liz Morgan at the Church regarding having the Christmas lunch at the Church. She said that 80 people could be accommodated which would be plenty for our needs so Rachel has provisionally booked the Church for 12th December. Rachel is now looking into private catering companies and is waiting for quotes to arrive. It was suggested that Rachel should provisionally book the Solent Hotel just in case the self-catering idea doesn't seem viable. **ACTION:** Rachel to provisionally book the Solent Hotel.
9. **MEDIA AND PR UPDATE:** Brian gave a huge thank you for the team who attended the Charity event at the Locks Heath Centre on Friday 8th March –

over 17 leaflets were given out. The next event will be on July 12th. The Committee then discussed the information cards for the groups.

ACTION: When cards are reprinted, they will contain Group Contact email addresses NOT telephone numbers, John was also asked if the cards could be printed on thicker card to make them less flimsy. It was suggested that a storage system for these cards should be purchased.

A discussion on advertising on Facebook then followed. Brian said he was concerned about the Committee's attitude to this idea and the idea of Facebook as a whole. Members admitted that they were cautious about joining Facebook – and social media as a whole as they feel that many members still don't have access to a computer let alone want to deal with social media with all its fears. Greater communication is needed with regard to the move into social media – and how it might promote the u3a. There was a long discussion on what actually should be put on Facebook and whether we need it. A meeting has been set up for members of the Media Sub-committee to meet with Graham Sheppard who is being brought on board to guide us through this new project. Linda noted that the Trust has advice on guidance on setting up a Facebook Group **ACTION:** Brian to tell Graham about the information on the u3a website. Members of the Sub-Committee joining Graham will be Brian Russell, Terry Hammond, John Stych and Les Hill with Linda as the secretary for the initial meeting. The first meeting will be on Tuesday 26th March.

10. **SECRETARY'S UPDATE:** Linda was pleased to announce that the majority of groups had returned completed risk assessment forms. Reminders have been sent out and as soon as the forms are received by Linda, she will inform the Group Contact and send an insurance cover note.

A discussion on the various positions within the Committee then followed and it was noted that Terry will not be standing for Chairman for personal reasons and Brian will be time expired. However, Les confirmed a clause in the Constitution (Para 7x) which allows for Brian to be appointed on to the Committee for another term – which, all agreed, was necessary given his knowledge on Media and PR. The normal process is for the AGM Agenda to be sent out 3 weeks prior to the AGM together with the Chairman's Executive Report and the names of people who have applied for Committee and their backers. **ACTION:** Linda to ensure that for the Chairman's position it should be noted that No Nominations have been received as yet.

Subsequent to the meeting the Chairman decided that he should announce his decision to stand down in the March Newsletter and at the March Monthly meeting.

11. **ANY KNOWN ISSUES WITH MEMBERS:** One Member had lost her husband recently and it was confirmed that condolences had been passed on.
12. **ANY OTHER BUSINESS:** There was no further business.

13. **The next meeting will be held on 15th April 2024.** Terry thanked all for attending and the meeting closed at 12.40.