

MINUTES OF COMMITTEE MEETING

HELD ON MONDAY 12th FEBRUARY 2024

1. **OPENING AND APOLOGIES:**

Apologies were received from Judy Barrett

2. **APPROVAL OF MINUTES OF MEETING HELD ON 15TH January 2024.**

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

3. **MATTERS ARISING:**

There were several matters arising, but these were all to be covered by points already on the agenda.

4. **CHAIRMAN'S REPORT:**

- In his review of the January meeting, Terry noted how disappointing it had been for the speaker not to arrive. However, the Committee thanked him for 'stepping into the breach' for the meeting and giving some entertaining anecdotes on his life and career with Waitrose.
ACTION: Terry will attend the next Speakers Group meeting to address this issue and the possibility of having stand-ins.
- He went on to express concern for Committee Members who weren't well and asked that we would all be willing to help and support as necessary – **ACTION:** the Members agreed to this request.
- Terry then discussed the SCN network February Bulletin which, it appears, only he and Les receive. He wondered whether all Committee Members should receive a copy of the Bulletin, but most felt that a summary of the paper should be given by Terry – along with other publications from the Trust.
ACTION: Terry to read and summarise all bulletins and publications from the Trust which are to be discussed at the following Committee Meeting. Les picked up the content of the SCN Bulletin by informing the Committee that it was giving the Trust's vision for the future and outlining its next steps. It is a very important document and really all should read it.

5. **TREASURER'S REPORT:**

The Current Account balance on 31st January was £5,245.32. Apart from the main venue hire payment to St John's Church there were small payments for stationery and postage. In addition, Marguerite Boulder was given a £30 Float for her Almoner expenses.

The Pre-April Subs Account balance on 31st January was £496 with over 80% of the renewal payments being by BACS.

The Groups & Events Account balance on 31st January was £1,375.55. There were only the usual transactions relating to Interest Group subs payments in and hire payments out.

As the Chatabout Group has now closed, we need to decide what to do with the £33.29 credit they have ringfenced in the Groups Account. Les suggested that this is added to the Gadabouts money which we have left in this Account to use to help.

Groups. Les said he had already used this money when Heritage & Cultures had to pay in advance for a Chichester Canal boat trip they are organising.

6. **MEMBERSHIP REPORT:**

John noted that there were 93 members and 2 visitors at the January Monthly Meeting. So far, 50 people had paid their subs for the coming year and there are 47 renewal envelopes left to be collected/sent out. It was suggested that some could be hand delivered and some could be taken to February's meeting to be collected.

ACTION: A reminder will be sent out by John.

John then went on to discuss the new Siteworks Training – **ACTON:** he has to make an appointment to go on this training and suggested that someone else accompany him on this training. He then went on to say that whilst he was happy to transfer over everything to Siteworks, he will not take on the responsibility for running it. Brian suggested that maybe Graham Sheppard could be involved in this. **ACTION:** Brian to speak to Graham. John suggested that once Siteworks is up and running we need to decide whether to update/change the Locks Heath u3a Website. There followed a discussion on whether to change the renewal process to be mainly online, but it was decided that this decision could wait until October/November 2024.

7. **GROUP LIAISON REPORT**

Lois confirmed that the new information boards had met with general approval but a new top board for Committee Photographs was now needed. **ACTION:** Les offered to seek out some top boards to fit in with the base boards. Lois noted that there had been some issues over how to get in touch with Group Contacts with queries over groups etc. She was assured that Contact's details could be found on the Website, via Beacon and the u3a Contact Handout card. However, a new card will be produced after the AGM and **ACTION:** Lois will check with each of the Group Contacts to make sure that they are happy to have their details published on this handout.

8. **THE CHRISTMAS LUNCH 2024**

Rachel is concerned that the rising cost of food is making the cost of the Christmas lunch less and less affordable and suggested a different venue could be an option.

ACTION: Rachel will cost up other venues – including St. Johns' Church with a private caterer.

9. **MEDIA AND PR UPDATE:**

The hoped for meeting with Graham Sheppard did not happen – which was very disappointing. **ACTION:** Terry to contact Graham and invite him to the next Committee Meeting on 11th March 2024. There were a number of concerns expressed over the entry Graham made on Facebook without anyone's prior knowledge. Again, it was emphasised we need to meet Graham and discuss the way forward with him before any further publications are put out. The Committee are still unhappy about the lack of control over Facebook entries. A lively discussion followed on what actually do we need the Newsletter, Facebook and the Website to do/achieve. It was agreed that the Newsletter was, in general, an information-giving tool – mainly for the groups and members. **ACTION:** Terry is to have oversight over the content of all three elements of our Media and PR offerings to avoid any unexpected crossover. To aid in their development it was agreed that a Sub-committee be set up for Media and PR in order that a Policy be drawn up covering its Aims and Objectives and the Purpose of these forms of communication. It was discussed that this Sub-

Committee could include Terry (the Sub-Committee Chair) John, Brian, Stephen and Graham, and the availability/ willingness of Stephen and Graham needs to be confirmed. **ACTION:** Terry to speak to the aforementioned to discuss the priorities and makeup of the Sub-committee and appoint one of the Sub-Committee members to lead it.

10. **SECRETARY'S UPDATE:**

The response to the request completed Risk Assessment forms to be sent in to Linda has been disappointing. So far only 5 have been received. Linda asked Lois if she would send our reminder emails to the Group Contacts to complete the forms as soon as possible. **ACTION:** Lois to send reminders to Group Contacts that these need to be completed by 31 March 2024. Linda also discovered some anomalies on Beacon with Group Contact information – **ACTION:** John to make the necessary adjustments.

ACTION: Linda confirmed that she would circulate a list of meeting dates for the coming year.

11. **ANY KNOWN ISSUES REGARDING MEMBERS:**

There were no known issues.

12. **ANY OTHER BUSINESS:**

- **ACTION:** Terry to put a reminder in the newsletter and to state at the commencement of the next monthly meeting that members who have not yet collected their renewal packs and scam brochure should do this at the end of the meeting.
- The Church has appointed an administrator. Laura Scotton who starts on 25th March.

13. **Date of next meeting 11th MARCH 2024.**

14. **Terry thanked all for attending and the meeting closed at 12.20.**