

MINUTES OF COMMITTEE MEETING

HELD ON TUESDAY 15th JANUARY 2024

1. **OPENING AND APOLOGIES:**

Apologies were received from Rachel Blundell

2. **APPROVAL OF MINUTES OF MEETING HELD ON 12TH DECEMBER 2023.**

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

3. **MATTERS ARISING:**

There were no matters arising.

4. **CHAIRMAN'S REPORT:**

Terry showed concern for some of the Committee members and their responsibilities and asked if all agreed that some roles need an assistant for at least the busier parts of the year. John admitted that he needed some help as the Membership Secretary especially at this time of year when all the renewal forms were being processed. January – April are John's busiest times.

However, he acknowledged that his requirements were intermittent. It was agreed that Terry should put out a call for assistance at the next monthly meeting.

Terry reminded the Committee of the upcoming Zoom training and that anyone who wants/needs training should book up well in advance. It was noted that not everyone is receiving notifications about this so he will send out notifications to the rest of the Committee as he receives them. It was also noted that the portal needs to be checked to ensure that information regarding Committee members and their role on the Committee is correct. It was agreed that this would best be done after the AGM.

5. **TREASURER'S REPORT:** January 2024 meeting

The Current Account balance on 31st December was £5,483.93. The main payment out was £245.34 for the logo tablecloths. The Christmas Lunch deposit loan of £400 was repaid together with the Christmas Lunch raffle net surplus of £62.62 from the Groups & Events Account.

The Groups & Events Account balance on 31st December was £1,244.99. The Christmas Lunch deposit loan of £400 was repaid together with the Christmas Lunch raffle net surplus of £62.62 to the Current Account. The usual transactions relating to Interest Group subs payments in and hire payments out were processed.

6. **MEMBERSHIP REPORT:**

John was pleased to report that all the renewal envelopes were done and ready to distribute. He noted that we now have 209 members. There was some discussion over the numbers we could take and he stated that the maximum numbers that he would be comfortable for the premises which we can use would be between 210 and 220. John also encouraged Committee members to make more use of Beacon for communication between members. It was pointed out that most emails were sent from mobile phones and therefore Beacon would not be available.

7. **GROUP LIAISON REPORT:**

There was general disappointment at the numbers of Group Contacts who attended the Group Contact's meeting on 12.01.24 which was called in order to launch the Risk Assessment initiative among other topics – Lois will contact the non-attendees to

arrange a meeting with them prior to the monthly meeting on January 26th. It was also suggested that groups must complete their risk assessment by a set date – 31. March 2024 and if not completed without good reason, then the group would not be able to function.

Lois then went on to discuss the Groups' Information Board and 'Rogues Gallery' as it is looking tired and needs updating. Some suggestions were discussed and put forward – one of which is that the board need to look consistent in the way it shows the members of the Committee and advertises the various Groups. This will be completed after the AGM as the Committee will need to be updated following changes in members.

Lois also suggested that we could introduce a coffee morning which would replace the old Chatabouts group. All thought this was a great idea, but nobody was willing to organise or host a group. Lois said she would talk to some off her contacts and Terry will put the idea forward at the next monthly meeting. Meeting on the second Friday of the month could be possible.

8. REFLECTION ON THE CHRISTMAS LUNCH

All agreed that the Christmas Lunch had been a great success and congratulated and thanked Rachel for her hard work in organising it. There were some suggestions for future Christmas events which may attract more people and cost less – these were; Bring a caterer in rather than be at a hotel – with Fareham Indoor Bowling Club being a venue option – but it was emphasised that whatever venue we decide on it must be accessible to those without transport. Brian also suggested the idea that some entertainment be put on which might encourage more people to attend. This discussion to be carried on at the next meeting when, hopefully, Rachel will be well enough to attend.

9. MEDIA AND PR UPDATE:

Brian brought in the new tablecloths, and all agreed they were a great purchase and just what we need for our various activities. He noted that these will be useful for the upcoming charity events being held at the Locks Heath Centre where he has booked a stand for us on each of the event – dates confirmed as March 8th and July 12th 2024.

Brian then went on to discuss our u3a presence on Face Book – which, it must be said, all are not convinced about. Prior to the meeting Brian had sent out a report for the Committee from his meeting with Graham Sheppard who has volunteered to run our Face Book presence – this to be a mechanism for exposure and to attract new members. The idea being that it will be able to promote the activities of the different groups. However, one stipulation was that he has full editorial control which wasn't approved by all. Lois suggested that a local network Face Book presence would be more attractive than one just for members. There were questions about the need for many more members as we are reaching capacity given the size of the sites available for us to use in the area for our larger meetings. However, it was thought that a trial period of 3 months to run this project and then a discussion would be held to ratify the project.

There were some questions regarding this – such as: Should this be a one-way street without the ability to have responses or comments by others; If photos of activities

are used then will there be a mechanism to obtain the permission of those people in the photos permission in order to publish them?

NB: Following the meeting further discussions were held as many members had concerns over this initiative and it was decided that we should invite Graham to a Committee meeting firstly to meet him and get to know him and then to discuss what his aims and objectives are for this.

10. SECRETARY'S UPDATE:

All completed risk assessment to returned to Linda by 31 March 2024. Only half of the Group Contacts have attended an introductory meeting, and a further meeting is to be held prior to the January monthly meeting. For those Contacts who still have not attended a meeting then forms will be sent electronically but this is not the preferred method. However, Linda will be available to answer any questions.

The Age UK Scam brochure was handed out the Contacts meeting and proved a great success. There will be more available at the January monthly meeting.

Members are encouraged to read and take note of the advice given in this booklet.

11. ANY KNOWN ISSUES REGARDING MEMBERS:

One member which has been suffering greatly has reported an improvement which is pleasing to know.

12. ANY OTHER BUSINESS:

- Terry to put a reminder in the newsletter that members should collect their renewal packs and scam brochures at the monthly meeting.
- The Church is advertising for an administrator.
- The Charity Commission have changed how an account online works. Les will be the main administrator with Linda as back-up. Phil will take on the back-up for financial matters.
- Relevant Policies will need to be updated on the coming months.

13. Date of next meeting 12th February 2024

14. Terry thanked all for attending and the meeting closed at 11.45