



## Committee Meeting

Held on Friday 14 July 2023  
10.00-11.30am

### MINUTES

ATTENDEES	Title	13.05.2022	17.06.2022	15.07.2022	16.09.2022	14.10.2022	11.11.2022	13.1.2023	17.02.2023	17.03.2023	14.04.2023	12.05.2023	16.06.2023	14.07.2023
Carole Harrison	Business/Minutes Secretary	√	√	√	√	√	√	√	√	√	√	√	√	√
Elaine Huckerby	Vice Chair				√	√	A	A	√	√	√	A	√	A
Gill Mallinder	Treasurer	√	√	√	A	A	A	√	√	√	√	√	A	√
Jean Hatton	Membership Secretary/Helping Hand	√	A	√	√	√	√	√	√	√	√	√	√	√
Kathryn Henshaw	Committee Member				√	√	√	√	√	A	√	√	√	√
Lynne Payne	Committee Member	√	√	A	√	A	√	√	A	√	A	A	√	A
Mick Kennison	Groups Co-ordinator/Safeguarding Officer	√	A	√	√	A	√	A	√	A	√	A	√	√
Philip Tucker	Speaker Finder	√	√	√	√	√	√	√	√	A	√	√	√	√
Sheila Pegg	Groups Treasurer	A	√	√	√	√	A	√	√	√	A	√	√	A
Yvonne Kennison	Chair	√	√	√	√	√	√	√	√	√	√	√	√	√
Bob Longden	Website	A	A	A	A	A	A	A	A	A	A	A	A	A
Mike Allen	Website & advice	A	A	A	A	A	A	A	A	A	A	A	A	A
Sarah Spurry	Facebook Officer (Co-opted Member)	A	A	A	A	A	A	A	A	A	A	A	A	A
<b>Proposed new Committee members from October 2023</b>														
Hilary Miller	Committee Member													√
Irena Dubowski	Vice Chairman													√
John Law	Committee Member													A
Stella Hall	Groups Co-ordinator													√
Susan Ford	Committee Member													√

\*A denotes apologies and D Deputy in attendance

Number	Item	Action																		
1/07/23	<p><b>Apologies for Absence</b> Apologies for absence were noted as above.</p> <p>Yvonne Kennison welcomed the potential new Committee Members to the Meeting and thanked them for volunteering to join the Committee.</p> <p>Yvonne and Mick Kennison are both standing down from the Committee and Carole Harrison is relinquishing her role of Business Secretary but will remain as a Committee Member for a further year.</p>	]																		
2/07/2023	<p><b>The Minutes of the Mansfield &amp; District u3a Committee Meeting held on Friday 16 June 2023</b> The Minutes of the Meeting were <b>AGREED</b> to be an accurate record, signed off and placed on the website. <b><i>Proposed by Philip Tucker and seconded by Jean Hatton.</i></b></p>	Carole Harrison																		
3/07/2023	<p><b>Matters Arising from the Previous Meeting:</b></p> <p><b>Posters</b></p> <ul style="list-style-type: none"><li>• It had been suggested that posters could be produced to promote the Membership Renewal meeting</li><li>• Kathryn Henshaw had downloaded posters from the Third Age Trust website which could be purchased</li><li>• It was agreed that posters would be produced to promote the new Members Day which would take place during u3a week from 17-24 September</li><li>• Yvonne Kennison will see if St Philip Neri Church Hall was available</li><li>• Group Leaders to be encouraged to have stalls to promote their groups</li></ul>	Yvonne Kennison																		
4/07/2023	<p><b>Treasurers Report:</b></p> <p><b>June 2023</b></p> <table><tr><td><b>Book brought forward</b></td><td><b>£6,073.32</b></td></tr><tr><td>Receipts for June</td><td>973.16</td></tr><tr><td>Payments for June</td><td>775.00</td></tr><tr><td><b>Book figure</b></td><td><b>£6,271.48</b></td></tr><tr><td>Statement Figure</td><td>£6,271.48</td></tr></table> <p><b>Liabilities</b></p> <table><tr><td>1861Ltd</td><td>200</td></tr><tr><td>Speaker</td><td>60</td></tr></table> <p><b>Still to be paid out</b></p> <table><tr><td>Deposit for Xmas</td><td>500</td></tr><tr><td>Quiz</td><td>600</td></tr></table> <p>Approximately £5000 to carry forward to next year</p>	<b>Book brought forward</b>	<b>£6,073.32</b>	Receipts for June	973.16	Payments for June	775.00	<b>Book figure</b>	<b>£6,271.48</b>	Statement Figure	£6,271.48	1861Ltd	200	Speaker	60	Deposit for Xmas	500	Quiz	600	
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	<p><b>Group Accounts</b></p> <p>Income            £193 Expenditure   £1424 (Rents £304, Tai Chi instructor £330, Coach for Garden Group Trip £790)</p> <p>The Committee thanked Gill for her hard work ensuring we remained financially sound.</p> <p><b>Addition and removal of signatories from Natwest Bank Accounts</b></p> <ul style="list-style-type: none"> <li>• Elaine Huckerby, who is due to be Chair following the AGM, needs to be added and Sheila Whalley, a previous Chair to be removed from the authorised signatories</li> <li>• Gill explained about the problems faced when trying to get herself as an authorised signatory</li> <li>• The authorised signatories in future will be Elaine Huckerby, Gill Mallinder, Sheila Pegg and Yvonne Kennison</li> </ul>	Gill Mallinder
5/07/2023	<p><b>Business Secretary's Report</b></p> <p><b>Meeting dates for 2024</b></p> <ul style="list-style-type: none"> <li>• Sent dates for 2024 to Lynn Millward at the Stags who has confirmed they are all booked</li> <li>• Kathryn Henshaw for the Bowling Club and she would confirm shortly</li> </ul> <p><b>Membership Renewal Forms/Gift Aid form</b></p> <ul style="list-style-type: none"> <li>• Copy brought to the meeting for checking</li> <li>• For the July Members Meeting 100 copies to be printed</li> <li>• Then further copies to be printed for the August Membership Renewal meeting</li> <li>• Copies of both documents to be placed on the Website</li> <li>• Leaflets would be available at the Membership Renewal Day for members to take and give out to friends</li> </ul> <p><b>Reciprocal Agreement from the NNNG</b></p> <ul style="list-style-type: none"> <li>• All u3as who form the North Notts Neighbourhood Group have signed up to the agreement - Ashfield, Dukeries, Forest Town District, Mansfield District, Rainworth, Sherwood, Sutton-in-Ashfield, Warsop District, Worksop District</li> <li>• Copy sent to Mike Allen for the website</li> <li>• Copy sent to Bill Harrison for both the online and printed Newsletter</li> <li>• Kathryn Henshaw to read the agreement out at the July Members Meeting</li> </ul> <p><b>Risk Assessments</b></p> <ul style="list-style-type: none"> <li>• Elaine Huckerby has spoken to Jill West, from Card Crafting, who previously worked in the Police, and she has said she will complete some draft forms for the Group Leaders to adapt</li> </ul>	<p>Bill Harrison</p> <p>Carole Harrison</p> <p>Kathryn Henshaw</p>

	<b>Role Descriptions</b> <ul style="list-style-type: none"> <li>Gill Mallinder has amended the one for the Treasurer, Elaine Huckerby the Vice Chair and Yvonne Kennison the Chair and Group Leader</li> <li>Carole Harrison has amended the Business Secretary</li> <li>Jean Hatton has some queries about the Membership Secretary document which were discussed and the amendments to be made, then the document will be sent again to Jean for approval</li> </ul>	Carole Harrison/Jean Hatton
6/07/2023	<b>Chairman's Report</b>  <b>July Members Meeting</b> <ul style="list-style-type: none"> <li>Yvonne Kennison thanked Kathryn Henshaw for agreeing to chair the meeting and would have a hand over at the end of this meeting</li> </ul> <b>Review of the Chairs role</b> <ul style="list-style-type: none"> <li>Yvonne noted it had gone well during her tenure</li> <li>The Committee thanked Yvonne and Mick for all their hard work in ensuring that our u3a continued during Covid by using Zoom and telephone calls to keep in contact</li> </ul> <b>Card Reader</b> <ul style="list-style-type: none"> <li>The use of a card reader had been discussed previously and both Yvonne and Gill expressed concern about using one to take membership renewals</li> <li>They both felt it would cause difficulties in trying to balance the books</li> <li>It might be useful for the Social Committee to take money for their events as many members did not use cheque books any more</li> <li>Members could stil pay online by bank transfer if they preferred for their renewals</li> <li>Kathryn Henshaw would ask the NNNG if any of them used card readers and if there were any problems</li> </ul>	Kathryn Henshaw
7/07/2023	<b>Membership Secretary's Report</b> <ul style="list-style-type: none"> <li>Jean Hatton reported that there would be three new members attending the Members Meeting on Tuesday</li> <li>We currently have 277 members in total</li> <li>Jean hoped that by giving out Membership Renewal forms on Tuesday, people would bring the completed forms to the Membership Renewal Meeting in August to speed up the process</li> </ul>	
8/07/2023	<b>Speaker Finder's Report:</b> <ul style="list-style-type: none"> <li>Philip Tucker said the list of speakers for 2023/24 had been circulated to the Committee</li> <li>Some had been previously and should be good</li> <li>It was agreed to pay Alison Drew a fee of ninety pounds for her topic of interesting facts from the Foreign Office</li> </ul>	



	It was acknowledged that following Covid there was a reluctance for members to join in groups and social events.	
10/07/2023	<p><b>Social Group Report</b></p> <p>Irena Dubowski reported on the following:</p> <p><b>The River Cruise</b></p> <ul style="list-style-type: none"> <li>• This had been well attended and enjoyed by everyone</li> </ul> <p><b>Joint working</b></p> <ul style="list-style-type: none"> <li>• Irena was working closely with Irene the Chair from Forest Town and Lesley the Chair from the Dukeries</li> <li>• Warsop u3a have also expressed a wish to join with us as it seems to be the only way we can ensure that we have enough members to make these events viable</li> </ul> <p><b>The Halloween Party</b></p> <ul style="list-style-type: none"> <li>• This is the next joint event and will take place at Clipstone Social Welfare on Friday 27 October</li> </ul> <p><b>Future events</b></p> <ul style="list-style-type: none"> <li>• We are looking to hold a Medieval Banquet at the Galleries of Justice in Nottingham in March next year</li> </ul> <p><b>Membership Renewal event</b></p> <ul style="list-style-type: none"> <li>• So far Stephen and Stella Hall from Crafty Chat, Jill Scott from Card Crafting and Marilyn Jones, Calligraphy and Beadmaking have agreed to hold stalls to publicise their groups</li> <li>• Pat Blackwell from Antiques and Collectables and Val Hart to promote Walking Groups will also be in attendance</li> <li>• Hilary Miller and Sue Ford also agreed to be there to promote their Writing for Pleasure Group</li> <li>• There will be no book stall</li> <li>• The Social Committee are providing cakes to sell</li> </ul> <p><b>Lunchtime Quiz on Friday 13 October at 1.00 at the Stags ground</b></p> <ul style="list-style-type: none"> <li>• Gill Mallinder explained that this event replaced the Race Night as the take up had been poor</li> <li>• The Stags ground had been very flexible allowing us to move dates and times</li> <li>• We needed sixty attendees to break-even and we have only sold 35 tickets</li> <li>• Irena said she had contacted all the local u3as to see if they would like to send a team of 8 but only Lesley from the Dukeries had responded</li> <li>• They were proposing to see if non-members wished to attend to make up the numbers</li> </ul> <p><b>Future events</b></p>	

	<ul style="list-style-type: none"> <li>• The Social Committee were looking for venues where the room charges were minimal or free</li> <li>• The Rugby Club was free if you bought drinks</li> <li>• Patchills Pantry and Caseys were willing to provide outside catering</li> <li>• Kathryn Henshaw said the Bowling Club was free to us and were able to provide catering</li> <li>• Irena said that members had been given a Questionnaire to complete with what events they wanted and what time they wanted them to take place and that is what the Social Committee were trying to do</li> <li>• Refined Dining was proving popular and we had the whole restaurant booked for November</li> <li>• We are going to the Chinese New Year event run by the Network</li> <li>• Kathryn reported that the NNNG were holding a Barn Dance in October if anyone was interested. Hilary Miller said in the past she had attended these events but not sure if our members would want to do it now</li> </ul>	
<b>11/07/2023</b>	<p><b>Publicity/Facebook Report</b></p> <p>Yvonne Kennison said she had been looking for events on the Philip Neri Facebook page and was alarmed to see some of our notices on it.</p> <p>Yvonne had contacted Sarah Spurry, who had set up our Facebook page, and she was currently on holiday but would check on her return.</p> <p>Yvonne was trying to find out the Administrator for St Philip Neri Facebook page.</p> <p>Jean Hatton said she had received several requests from people who were not members who wished to join our Facebook page, so had declined them. Jean had emailed the members who had recommended their friends to explain the position.</p> <p>Carole Harrison noted that some u3as have public facing Facebook pages that just had information on promoting their u3a.</p>	<p><b>Sarah Spurry</b></p> <p><b>Yvonne Kennison</b></p>
<b>12/07/2023</b>	<p><b>Website/Newsletter/Printing</b></p> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>• There was nothing further to report.</li> </ul> <p><b>Newsletter:</b></p> <ul style="list-style-type: none"> <li>• The next edition was currently being printed.</li> </ul> <p><b>Printing</b></p> <ul style="list-style-type: none"> <li>• There was nothing further to report</li> </ul>	
<b>13/07/2023</b>	<p><b>North Notts Neighbourhood Group</b></p> <ul style="list-style-type: none"> <li>• Kathryn Henshaw had attended the meeting on Thursday 29 June 2023</li> </ul>	

	<ul style="list-style-type: none"> <li>• She had found it very useful and there had been several new members</li> <li>• They were planning a u3a day at the John Fretwell centre next June with indoor and outdoor games</li> <li>• Each u3a to host a game and provide a prize</li> <li>• Suggestions included Guess the weight of the Cake, Indoor Curling and Skittles for us</li> <li>• There are 300 members across the NNG</li> <li>• Entertainment to be provided by each u3a</li> <li>• Proposed a 10.00 start with a staggered lunch, provided by the venue</li> <li>• Tickets to cost 12 pounds</li> <li>• Spoke previously about having a joint Groups Co-ordinator meeting, but would also like to have one for Treasurers, Group Treasurers and Travel Group Leaders</li> <li>• The group meet on Stuart Avenue in Forest Town, where the venue is free</li> <li>• The next meeting will take place on Friday 29 September at 10.00 and Kathryn had agreed to chair it. Irena Dubowski agreed to go to help with refreshments and Stella Hall would also attend.</li> </ul> <p><b>North Notts Network of u3as</b></p> <ul style="list-style-type: none"> <li>• The meeting on Wednesday 19 July will be via Zoom in order that Alan Wormsley, the Third Age Trust Vice Chair, can join the meeting and update on future changes</li> <li>• Carole Harrison will attend and feedback</li> </ul>	
<b>14/07/2023</b>	<p><b>Any Other Business:</b></p> <p>There were no other items for discussion.</p>	
<b>15/07/2023</b>	<p><b>Date and Time of next Meeting: Friday 15 September 2023 commencing at 10.00am at Mansfield Bowling Club, Chesterfield Road South, Mansfield, Notts. NG19 7AP</b></p>	