



Committee Meeting

Held on Friday 16 February 2024
10.00am-12.00 noon

MINUTES

ATTENDEES	Title	11.11.2022	13.1.2023	17.02.2023	17.03.2023	14.04.2023	12.05.2023	16.06.2023	14.07.2023	15.09.2023	13.10.2023	17.11.2023	16.01.2024	15.2.2024
Carole Harrison	Committee Member	√	√	√	√	√	√	√	√	√	√	√	√	√
Elaine Huckerby	Chair	A	A	√	√	√	A	√	A	√	√	A	√	√
Gill Mallinder	Treasurer	A	√	√	√	√	√	A	√	√	√	√	√	√
Jean Hatton	Membership Secretary/Helping Hand	√	√	√	√	√	√	√	√	√	√	√	√	√
Kathryn Henshaw	Business Secretary	√	√	√	A	√	√	√	√	√	√	√	A	√
Hilary Miller	Committee Member								√	√	√	√	√	√
Philip Tucker	Speaker Finder	√	√	√	A	√	√	√	√	A	√	A	√	√
Sheila Pegg	Groups Treasurer	A	√	√	√	A	√	√	A	√	A	√	√	√
Irena Dubowski	Vice Chairman								√	A	√	√	√	√
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	√
Sarah Spurry	Facebook Officer (Co-opted Member)	A	A	A	A	A	A	A	A	A	A	A	A	A
John Lawes	Committee Member								A	A	√	√	√	√
Stella Hall	Groups Convenor								√	√	√	√	√	√
Susan Ford	Committee Member								√	√	√	√	√	√

*A denotes apologies and D Deputy in attendance

	<p>Book brought forward 8056.43</p> <p>Receipts for December 837.70 Payments for December £766.22</p> <p>Book figure £8,127.91</p> <p>Statement figure 8487.91</p> <p>Cheques not presented 1861 Ltd 200.00 A Littlewood 100.00 Mansfield B Club £60.00 Statement figure £8,127.91</p> <p>Liabilities are 1861 Ltd £200 and Speaker £150.</p> <p>We have £276 in ticket sales.</p> <p>January Group Accounts</p> <p>Income £1343.20 Expenditure £ 624.50 (Rents £290.50, Theatre payment £304, Deposit for Crafty Chat demonstrator £30)</p> <p>Gill noted that in the previous minutes it stated that Yvonne Kennison had been given the £200 donation when in fact it was only approved that the money be made available for stationery costs not physically given to Yvonne.</p> <p>Gill has checked out a deposit account for business use. The account is not available for registered charities and although Gill has looked at other options it was felt that using another Bank may create unnecessary workload and complications. Interest rates are insufficient to make this an option worth pursuing.</p>	
5	<p>Business Secretary's Report</p> <p>Thanks given to Jean for sending details of new members and members leaving to KH to ensure that bulk e-mail list can be maintained.</p> <p>KH noted that a recent mailing had received 26 undelivered replies due to being perceived as spam. Elaine will mention at the main meeting that everyone should check their spam folder and ensure their email address, when up dated, needs to be sent to Jean please.</p> <ul style="list-style-type: none"> • Update on Risk Assessments All now completed and diarised for review September 2024 • Fire Policy/Procedures – KH meeting Alan (Stags H&S officer) at beginning of Tuesdays meeting. Clarity required on who can operate the evac chair. Alan has been asked to 	KH

	<p>make an announcement to all members in respect of what to do in the event of an alarm. The previous instruction to check attendees names off the register was considered to be unnecessary as the priority is to ensure that the building is empty.</p> <ul style="list-style-type: none"> • Use of TV Screens at Meetings- Powerpoint updated. Further amendments to be made to remove Ken White as Pathfinder Group Leader and replace slide with a request for a new Group Leader. • Newsbites – New guidelines on how to submit an article has been circulated and Kathryn appealed for more items to be sent to her for possible inclusion in this newsletter please. Agreed that items in our own newsletter can be requested from Yvonne in a format which can be sent to Newsbites. • Charity Commission Website update: The website has been updated and reset which has created problems in accessing it. It appears that information has been lost as part of this operation and all trustees now need an Invitation Link to access the new Website. In order to complete this work KH requested some details from each Trustee to enable their inclusion. This personal data will be protected by GDPR. Please look out for your link which will be delivered by e-mail. 	<p>KH</p> <p>KH</p> <p>ALL</p>
6	<p>Chairman's Report</p> <ul style="list-style-type: none"> • Feedback on change of venue following January meeting Elaine met with Lyn Milward at Stags who confirmed that the cancellation was unexpected and she did not expect it to occur again. Committee members confirmed that they have never experienced this issue over many years of using this venue but we now have a contingency plan in place (Turner Hall @ Mansfield Woodhouse) • Publicity update The Open Facebook Page has now been set up by Marilyn Jones and will be announced at the meeting on Tuesday when Marilyn will be available to answer any questions arising. There is a contact button on the page which links to the Website for all enquiries. The page will be called Mansfield u3a. Everyone is encouraged to "like" the page to raise its profile. Suggestion that Group Leaders can post direct to the page – Stella to raise at the meeting in March which Marilyn will also be present at. A simple step by step guide to posting on Facebook will be circulated with these minutes. 	<p>Att</p>

	<p>Queries were raised a) Is there direction from the Closed page to the Open Page? b) Is it linked to any other organisations? Marilyn will manage the Facebook Page and Bill Harrison is the only other Administrator at the moment. Ideas for items to include are welcome. Worksop u3a were very successful in recruiting from this type of publicity and as there is a decline in members annually, we need to encourage recruitment drives locally and nationally.</p> <ul style="list-style-type: none"> • 25th anniversary celebration <p>This item was covered in the Social Group Report and Mike Allen's contribution today.</p> <ul style="list-style-type: none"> • TAT updated guidance on Constitution. <p>U3a's can amend their constitution if they wish to take account of the following changes:-</p> <ul style="list-style-type: none"> • The 4 key posts, Chair, Vice Chair, Business Secretary, Treasurer can remain in post for up to 9 years but must be re-elected annually. • Committee Members can now be a committee member at more than one u3a. • The Committee does not have to appoint a Vice Chair. <p>If we want to adopt any of these changes to our Constitution, we need consent from TAT. If we wish to adopt all 3 it has to be agreed and approved at the AGM too.</p> <p>These changes are in response to problems in recruiting. The Committee did not think changes were necessary at the moment.</p>	
7	<p>Membership Secretary's Report</p> <p>Jean reported that we have had 7 new members join in the last month. We have lost 2 members. Jack Hicks and Jean Dennis.</p> <p>Jean wrote to the 7 members who still receive the TAM magazine to explain that as the future of the publication is in doubt we will no longer be providing it. One member replied to say that she still wanted it and considered it to be part of her subscription. Jean has explained that this is not the case and will direct her to the email link for further enquiries as there is a minimum subscription on the portal of 5 copies for £3.80.</p> <p>Elaine added that membership fees for TAT are remaining the same this year and our membership fees continue to be amongst the lowest.</p>	JH
8	<p>Speaker Finder's Report</p>	

	<p>Philip confirmed that the speaker for Tuesdays meeting, Simon Crosun, comes highly recommended, Simon has been given permission to sell some of his products after the talk and to bring a few friends to the meeting.</p> <p>Philip asked about the provision of a projector at One Call as a number of Speakers had asked. Elaine agreed to bring the u3a projector along and John will bring the screen. It may also be useful to use the screens around the room if the speaker wants to. As none of this equipment has been used for some time it was agreed that we will try it out on Tuesday and see how successful we are.</p> <p>Philip confirmed that a shorter speech (45 minutes) will be sourced for the October meeting.</p>	
9	<p>Group Convenors Report:</p> <ul style="list-style-type: none"> • Group e-mail for all Group Leaders <p>Stella has now been able to set up a group email for the group leaders which helps with communication.</p> <p>Up date on NNNG Workshop for Coordinators/Convenors</p> <p>Stella was unable to attend this workshop due to illness but has been given lots of help and feedback particularly from Lyn Jackson of the Ashfield Group. The content of the training has been a huge help to Stella in her role.</p> <ul style="list-style-type: none"> • Preferred title Coordinators or Convenors to be standardised on Website/Facebook/Handbooks etc. <p>Other u3a's vary in their preferred title for Stella's role using either Group Convenor or Group Co-ordinator. As Stella's email address is Group Convenor and some Group Leaders choose to be known as Co-ordinators rather than Leaders she would like to be known by the title Convenor but this should be made consistent across all the different platforms. It was acknowledged that this will be a gradual change when considering paper copies such as Handbooks as it will be the next print run before they are amended.</p> <ul style="list-style-type: none"> • List of Group Leaders - Central List/ensure amendments are made on Website/Powerpoint/Handbooks etc... <p>Stella asked for a meeting with Elaine and Kathryn to review the ideas/paperwork that other u3a's are using and decide if we want to adopt any of this at Mansfield. AGREED – Meeting scheduled for Wednesday 21st February at 2pm.</p> <ul style="list-style-type: none"> • Interest Groups online <p>Stella joined this group (£12 p.a.) to check if it was useful and was very impressed by the number of groups available and the response she has had from those groups she contacted. Stella asked if this is</p>	KH

	<p>something we can promote? AGREED (further discussion to be held at meeting with EH/KH)</p> <ul style="list-style-type: none"> • Progress Report on: <ul style="list-style-type: none"> • <i>Procedure for Group Finance records</i> • <i>Procedure for new groups setting up</i> • <i>Venue details list</i> • <i>Checklist for new Group Leaders</i> • <i>Group Leaders Handbook in same format as Buddies & New Members - Drafted</i> <p>All the above are drafted but further discussion and checks for some further amendments before going to print.</p> <p>Stella will speak at the main meeting to ask for volunteers to take on the Pathfinders Group Leader role. Only 1 person showed an interest in Curling.</p>	<p>SH</p> <p>SH</p>
10	<p>Social Group Report</p> <p>The full report was attached to the Agenda so Irena did not cover all the details but confirmed that both the Burns Night at Refined and The Chinese New Year events will be booked again next year as they had been successful. Carrying out joint events with other u3a's has been a very positive experience and will continue.</p> <p>Games Night on 22nd April is coming up but only the River Cruise Tickets will be on sale at Tuesday's meeting as this needs to be paid.</p> <p>The planned event at the Fretwell Centre this summer has been cancelled but Irena is attending a recce at Edwinstowe Forest with the other NNNG committee members and this is likely to be the preferred venue for a Picnic in the Forest event to take its place.</p> <p>It was confirmed that the Card Reader will be used to take payments on Tuesday. A trial run had been successful.</p>	
11	<p>Publicity/Facebook Report</p> <p>KH to ask if there is any feedback from Sarah Spurry and Marilyn Jones prior to each committee meeting.</p>	KH
12	<p>Website/Newsletter/Printing</p> <p>Website</p> <p>Newsletter:</p>	

	KH to ask if there is any feedback from Yvonne and Mick Kennison prior to each committee meeting.	KH
13	<p>North Notts Neighbourhood Group</p> <p>Joint working/events and information sharing with this group continues to be useful and will continue.</p> <p>Nottinghamshire Network of u3a's</p> <p>The Network provides a vital link for us and the Fit for the Future presentation that has been circulated following the last meeting was very useful in explaining why and how planned changes will progress.</p> <p>The Network has facilities to provide both Zoom links and in person attendance which is a great help.</p>	
14	<p>Any Other Business:</p> <p>The Gift Aid section is no longer on the joining form used at the meetings. Jean/Gill will make sure the separate form is available for new members at the meetings.</p> <p>KH reported that a new member who has joined but is not able to attend meetings has not received the New Members Handbook or ICE card. KH to send Jean electronic copies to pass on when necessary.</p> <p>Sheila advised that she had been invited to attend Beacon Training with Ashfield u3a as she is an affiliated member of Ashfield u3a and group leader for the joint Bridge Group. The training was presented very well in an easily understood manner. Sheila reported that other u3as have found Beacon a useful communication tool. Another member pointed out that the costs of adopting the Beacon system would be £1 per member per year.</p> <p>Carole suggested that we contact Network to ask about further</p> <p>KH to contact with the request.</p> <p>Irena explained that her name is pronounced with a rolling R which English speakers find difficult. Rather than have mispronunciation she is content to be known as Irene .</p> <p>3 Committee Members – including the Chair and Vice Chair – are not here for the May Meeting. Kathryn has agreed to speak at the Members Meeting and the Committee agreed that the date of the Committee Meeting be moved to 10th May 2024.</p> <p>KH Confirmed that the Bowling Club is available and has been booked on that date.</p>	<p>JH/GM</p> <p>KH/JH</p> <p>KH</p>
15	<p>Date and Time of next Meeting:</p> <p>Friday 15 March 2024 commencing at 10:00am at Mansfield Bowling Club, Chesterfield Road South, Mansfield, Notts. NG19 7AP</p>	

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