****

**CommitteeMeeting**

**Held on Friday 17 November2023**

**10.00am-12.00 noon**

**MINUTES**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **ATTENDEES** | **Title** | **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** | **15.09.2023** | **13.10.2023** | **17.11.2023** |
| Carole Harrison | Committee Member | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| Elaine Huckerby | Chair | √ | √ | A | A | √ | √ | √ | A | √ | A | √ | √ | A |
| Gill Mallinder | Treasurer | A | A | A | √ | √ | √ | √ | √ | A | √ | √ | √ | √ |
| Jean Hatton | Membership Secretary/Helping Hand  | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |
| Kathryn Henshaw | Business Secretary | √ | √ | √ | √ | √ | A | √ | √ | √ | √ | √ | √ | √ |
| Hiliary 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 | 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 Co-ordinator |  |  |  |  |  |  |  |  |  | √ | √ | √ | √ |
| Susan Ford | Committee Member |  |  |  |  |  |  |  |  |  | √ | √ | √ | √ |
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\***A** denotes apologies and **D** Deputy in attendance

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| **Number** | **Item** | **Action** |
| **1/11/23** | **Apologies for Absence**Apologies for absence were noted as above.  |  |
| **2/11/2023** | **The Minutes of the Mansfield & District u3a Committee Meeting held on Friday 13 October 2023**TheMinutes of the Meeting were **AGREED** to be an accurate record, signed off and placed on the website.***Proposed by Jean Hatton and seconded by Kathryn Henshaw.*** | **KH** |
| **3/11/2023** | **Matters Arising from the Previous Meeting****Wreath Laying:** Acceptance and schedule received from MDC and confirmation from Joe Martin at RBL that the u3a is on the permanent list and will remain so unless we miss 2 consecutive years. David Drew carried out this duty with dignity on Remembrance Sunday.**Publicity:**No volunteers have been found to lead on this. Our activities are included in the u3a journals but there is little or no publicity generally to encourage new membership. Carol advised that the Notts Network are currently looking at a joint venture to advertise the u3a organisation generally using Radio. (Smooth, Gold). Mansfield u3a would be asked to contribute to the cost of this if it goes ahead. However, Mansfield u3a would also benefit from local publicity and Irena confirmed that further requests for someone to help drive this forward will be included at the general meeting on Tuesday. | **ID** |
| **4/11/2023** | **Treasurers Report:****October Report:****Book brought forward £10,514.87****Receipts for October 1,013.50****Payments for October 2,151.69****Book figure £9,376.68****Statement figure £10583.18****Cheques not presented:****1861 Ltd 946.50****1861 Ltd 200.00****Mansfield B Club 60.00****Book figure £9,376.68****Liabilities****1861 Ltd £200.00****We have taken £1477 in advance ticket sales****Group Accounts****Income £1733****Expenditure 693.16** **( Rents £278.50, Garden Group Speaker £120, Cardcraft purchases £102.66,Theatre £192)**Gill reported that she attended the Network PSG Treasurers meeting and found it very useful. Some u3a’s have raffles where tickets are sold in advance and have since learned that they need a license to do this. Mansfield have not done this in the past but are now aware should a future event be planned.The PSG also discussed use of card readers. It was noted that:In the card reader supplier small printthe collection of membership payments is not supported but Network members using it have ignored this. Charging different prices for different events helps to identify payments.Most u3a’s are using the system we plan to adopt to identify payments.PSG Treasurers usually charge full membership fees for first 6 months of the year then 50% for the next 6 monthswhen a member joins but Mansfield reduce the fee monthly. The PSG do this because of losing out as Capitation Fee still has to be paid for the full year based on figures submitted in March. It was noted that our membership reduced by 60 between March and August which is a financial impact,but it was generally agreed that our method is fairer to new members and would remain.  |  |
| **5/11/2023** | **Business Secretary’s Report****Update on Risk Assessments:**Tai Chi now completed and returned.Birdwatching and Curling and Motoring groups are not currently active and will be removed from the list.Stella will chase for the Current Affairs, Family History and Popular Music AppreciationKathryn will send copy of Solo Dining to Afternoon Teas Group as a template. Reading Group one will be sent a copy of Reading Group 2 template. The Walking Group template will be sent to Shufflers Group, Wine Appreciation 2 will receive Wine Appreciation 1 template and further information on what to fill in will be provided for Mini Breaks.**WhatsApp Group**It was agreed that a WhatsApp Group will be set up for the committee members to assist in communication. It will not replace e-mail.**Fire Wardens**During review of Buddy project it has highlighted that we are not as clear on Fire Safety protocols at meetings as we should be. Jean has previously been a “crowd control warden” and has a hi vis vest + 4 more. All committee members present at a meeting have a responsibility to assist in evacuation,but we have not had any training or practise sessions. Kathryn will find original procedure (Alan originally did the work on this and Hilary will ask him about it) and speak to One Call Stadium about their process and requirement for a drill. Procedure in the event of a fire needs to be read out at the beginning of every meeting.**Buddy System**Carol has done lots of work on creating a new Handbook for Buddies which gives them lots of information about the u3a both generally and locally to enable them to carry out this role effectively and feel supported in doing so. The potential buddies have been included in the review and have had opportunity to contribute their thoughts and ideas. Carol demonstrated the large badges on bright yellow lanyards which will be used to identify buddies at the meetings.The Handbook is 24 pages long but there is a crib sheet at the end of the handbook for ease of use at the meetings.A New Members Handbook is now going through a similar process and Stella asked that a copy be sent to her to check the Group Leader details prior to publication. Identifying Group Leaders at busy meeting days was raised as an issue and all agreed that using the television screens in the room had been useful. Kathryn will ask Yvonne and Mick Kennison if they would be able to do this again using the newsletter laptop?  | **KH****SH****KH** **KH****KH****ID****CH/SH****KH** |
| **6/11/2023** | **Chairman’s Report****Card Reader for Payments:**The reader has been purchased and an initial meeting held to set it up and discuss the procedures. The only issue had been in the requirement for a telephone number and e-mail address as this could create a problem if the nominated person was absent, illor resigned, but Sherwood Treasurer was helpful in explaining that it is very easy to change these details as and when necessary. There is a u3a telephone held by Jean as Members Secretary, but it was not now felt necessary to use this for the card reader.John and Carol have also volunteered to be trained to use the reader and it is hoped to start using it to collect Socialpayments in January. Costs:-Elaine has applied to Stephen Garner for a grant to cover the cost of paper, ink and receipt rolls. (decision pending) The social events run solely by Mansfield u3a always make a profit and this will cover any costs incurred by use of the card reader.Bethel Methodist Church has invited us to decorate a tree for the u3a. Lynne Payne has a tree which has been used in the past at the Museum. As the Museum is not holding this event this year it was agreed that we would accept this invitation. Carole to ask Lynne about the tree. | **CH** |
| **7/11/2023** | **Membership Secretary’s Report**Jean was pleased to report that her figures and Gill’s figures for membership balanced this year. We have 242 members with another 6 to join this month.The 60 members that did not return this year have all been contacted and there are numerous reasons that they have decided not to renew membership,but some have not responded. Stella reported that 2 people had asked to join the Crafty Chat Group and she had explained that they needed to be u3a members but wasn’t sure if they had joined. Stella and Jean will compare details to check. | **JH & SH** |
| **8/11/2023** | **Speaker Finder’s Report**Phillip was unable to attend today but confirmed that Catherine McAteer who gave us the From Russia with Love talk will be back with us in October 2024. Co-Op Legal Matters in November has been titled “Tax, Care and Toyboys” A very popular and informative presentation on Estate Managementslightly shorter than usual at 45 minutes. |  |
| **9/11/2023** | **Group Convenors Report:**Stella has visited a number of venues to check as part of her role as Accessibility Officer and asked if we have a list of venues?KH to check for a list. Sheila has details from GroupAccounts and can share if required. Other u3a’s have a paper procedure for new group set ups that include suggested venue details and prices but at Mansfield the new Group Leader is more likely to deal with this themselves. It was agreed that Stellawill consider drafting an information sheet on headed paperto help facilitate new room rentals.Stella would also like financial statements for each group so that she can evidence self sufficiency at the end of each year. Sheila agreed to forward information as required and Kathryn will assist with any admin as required. Stella will be involved in the Group Convenors Workshop for NNNG on 31st January 2024Interest Groups Online information has been sent out to both Group Leaders and the Committee. Stella is concerned that this was forwarded to a variety of people by different senders and would like it to be clarified – who sends what? She is interested in becoming a member for a year to try it out at a cost of £12 but is unsure if we can access it as we are not on Beacon. Stella will contact the organiser for clarity. Stella asked if she is allowed to have a new email address so that people will know she is contacting them in hercapacity as Group Convenor.**Agreed.**Sheila Pegg also needs a new email address. **Agreed**  | **KH****SH & SP****SH** |
| **10/11/2023** | **Social Group Report**Two very successful recent events - the Lunch Time Quiz made a profit of £92 from the raffle. The Halloween Party was enjoyed by everyone and will be repeated next year.Irena meets regularly with Lesley and Irene and we are looking forward to many more joint events but will not be able to join the 2 day murder mystery due to insurance issues.**November Main Meeting Tuesday 21st November 9.30am**Ted has kindly drawn up a map of the layout for the room and this will be shared with Fiona at the One Call StadiumStallholders to set up at 8.30am Members from 9.30am 10.45am Notices 11.00am Speaker 12.30pm FinishBooks – 1 table, Handmade cards – 2 tables, Beadwork – 2 tables, Crafts – 2 tables, Jigsaws – 1 table + refreshment tables. There is not room for any more than this. N.B. Fiona has provided storage for the books which will prevent the need to take them home every month. Stella will bring the refreshments and Irena confirmed that there will be no biscuits this time,but extra milk may be needed (3x4pints).Cake £1 per portion Mince Pie 50p eachSome people have not been paying for refreshments – Irena will remind everyone again next week.This meeting is a trial to show off the more vibrant and sociable side of the u3a and may be repeated at Membership Day to help encourage new members and showcase our groups.The takings for each stall are for the Group Leaders to use as they see fit and in some cases will be recompense for personal outlay to facilitate demonstrations etc.Irena thanked everyone who has agreed to help out on the day.**Refined Restaurant Thursday 30th November 1pm**Fully Booked**Christmas Lunch Tuesday 12th December (Lead – Marie)**103 are attending.**Refined Burns Night 24thJanuary, 2024 6.30pm (Lead – Irena)**Limited Numbers - Tickets on sale at November meeting**Chinese New Year Thursday 8th February 7pm**2 tables booked for Mansfield plus tables booked by Irene and Lesley.Games night with fish and chip supper has not been planned this year as there as so many other events on the way. | **SH****ID** |
| **11/11/2023** | **Publicity/Facebook Report**All agreed that an open page would be useful to reach potential new members and advertise events to a wider audience. A new publicity lead may take this on board and Bill Harrison has agreed to set it up and manage it. **Agreed** | **BH** |
| **12/11/2023** | **Website/Newsletter/Printing****Website**The website has been updated with the new Policies and Links. Bob has asked that Stella look at the Group Leaders section and Stella will send him the new paperwork. Everyone has been asked to look at their area on the website and raise any concern please.**Newsletter:** | **BL/SH****ALL** |
| **13/11/2023** | **North Notts Neighbourhood Group**Next meeting 30 November 2023 Irena will attend. Planning for the Fretwell Centre event in June continues and Mansfield u3a will be hosting a Jelly Beans in a Jar competition and a Beanbag game. Crafty Chat will help in making the beanbags.**NottinghamshireNetworkof u3a’s**Carol & Kathryn attended an interesting and informative meeting on 25th October.The fee of £15 pa was not collected last year and therefore Gill will be receiving a £30 bill this year.Training event provided by the Network was accessed by 4 members from Mansfield u3a and all found it very useful. Notes have been circulated to all committee members. |  |
| **14/11/2023** | **Any Other Business:** |  |
| **15/11/2023** | **Date and Time of next Meeting: Friday 12 January 2024 commencing at 10:00am at Mansfield Bowling Club, Chesterfield Road South, Mansfield, Notts. NG19 7AP** |  |