

**MINUTES
OLDHAM AND DISTRICT U3A COMMITTEE MEETING.**

Tuesday 5th September 2023 10.00AM – via Zoom

1. WELCOME Campbell Montgomery (chair) welcomed Fiona Bannister (minutes), Rose Hanley, Graeme Horn, Jane Lawton, Pete Mellor, Maureen Quinn, Vera Rigby, Val Thomas, Barrie Thompson.
2. APOLOGIES FOR ABSENCE Karen Bartlett
3. MINUTES OF AUGUST COMMITTEE MEETING, Agreed
4. MATTERS ARISING FROM MINUTES + ACTIONS COMPLETED

CM update committee on speaker roles. See below item 11.

CM Questioned signatures and card holders. VT to arrange for CM and FB to replace other signatures and withdraw cards held by RP and NR

CM queried additions on treasurer report. (VT has since produced this amended report.)

Treasurers Report – 1st August 2023

The General Account - money in the bank as of 31st July was **£22,779.25**

Credit this month:

No entry fees were taken at the July monthly meeting as it was the A.G.M

Membership fees paid in -

£90

Debit this month:

Postage, printing and stationary -

£434.20 (breakdown below)

Printing AGM Financial Report = £246.40

A.G.M postage & envelopes = £143.19

H.P Ink = £ 4.49

New Members Cards + Postage = £ 36. 20

Printing black & white newsletter = £ 3.92

*New U3A Banner = **£35.92***

July monthly meeting at Q.E.Hall - £0. I am still awaiting an invoice.

*Refreshments July meeting - **£81.32***

All payments/invoices received are paid and up to date.

The Social Account money in the bank as of 30th April was **£12,174.77**

This month's high balance is due to money being paid in from Anything Goes Xmas Meal, Gardening, Art Appreciation and MOTOS trips.

Activity Fees, trip monies for some of the groups continue to be dropped it off with me at home, in addition money received at the monthly meeting.

All payments/invoices received were paid and are up to date.

5. SECRETARY'S REPORT

FB has distributed Prospectus to Oldham libraries.

Confirmed venue bookings at QEH for next year confirming 19th March instead of 12th

Received notices regarding national u3a AGM. Doesn't feel suitably engaged at that level. To discuss with CM re representation

6. MEMBERSHIP SECRETARY REPORT

VR reports 653 members, including 44 new. Sending membership forms to Art class for new members.

7. TREASURER'S REPORT

Treasurers Report – 5th September 2023

The General Account - money in the bank as of 31st August was **£21,881.55**

Credit this month:

Entry fees August monthly meeting = £419. (This equates to 139.6 people 🍷)

Debit this month:

Room Hire Q.E.H. July & August monthly meetings **£760.**

Printing New Prospectus **£531.15**

Delayed May newsletter Invoice from Taylor & Clifton Ltd **£52.50**

August Refreshments **£18.05**

All payments/invoices received are paid and up to date.

The Social Account money in the bank as of 31st August was **£12,600.52.**

Again, this month's high balance is due to money being paid in from Trips

Activity Fees, trip monies for some of the groups continue to be dropped it off with me at home, in addition money received at the monthly meeting.

All payments/invoices received were paid and are up to date. **VT**

GH noticed that amount for QEH has increased without us being notified of increase. FB to raise with QEH

8. CHAIRMAN'S REPORT KG notified us of changes to website .

Has forwarded info from NW u3a re training. Suggested some committee look and book at these zoom sessions.

9. GROUP LEADERS COORDINATOR'S REPORT. GH presented the findings from the Membership Analysis August 2023

Issues arising from the Analysis. Group lists.

- Not all Group Leaders keep and review details on Beacon of members signed-up to their groups. Should Committee ask all Group Leaders to adopt a common approach?
- Waiting lists. Some Group Leaders operate waiting lists. This disadvantages our newest members. In principle, all members should have an equal opportunity to participate in our events. How can we achieve this?
- Member take-up. Some members are signed-up to more groups than others. Some members regularly attend more group events than others. All members pay the same annual subscription. Is this fair?
- Group Leaders. We need to recruit more to (1) lead new groups to complement those that are "full" and (2) help make groups more resilient. How can we persuade more of our members to volunteer to help out more

Each of these issues were discussed and some ideas put forward.

10. MONTHLY MEETINGS. Low attendance in August. Reasons- Holiday season or lack of interest in speaker? September meeting VR not available so JL to cover membership desk. MQ and PM to take money. Speaker Mathew Martin from co-op services.

Last month some members were rude to welcomers saying they were looming over the stairs and intimidating. CM to apologize to welcomers and repeat they are doing a great job. Some negative remarks made about not being able to have a prospectus. See item 13.

11. **SPEAKERS Discussion** re handover from KF to JL/PM. JL has noticed the Speaker Organiser Role Description on website needs updating. JL/PM to compile Speaker booking form and checklist to aid clarity. VT says KF sent over payment details for all speakers. Going forward bookings to be a variation of entertainment, members interests, and charity speakers. Discussion re donation given to last months speaker, resolved as it was a member collection not a u3a donation. PM/JL asked GH if he would ask all GLs to ask members if anyone would like to be a speaker, PM said his guitar group had already asked him to speak about his experiences as a merchant Navy officer. Requests for participants at question time to be given microphone or for chair to repeat question for wider audience.
12. **WEBSITE**, CM reported that Cath Gannon is preparing for changes to website, which the committee will have to sign off. She will keep us posted as to date of this change, probably end of year.
13. **PROSPECTUS**. Discussion regarding purpose and distribution of colour prospectus. Confusion resulted in members being refused copies at last months meeting. As agreed in August's minutes, all members attending monthly meetings can collect a copy. Group leaders should have a copy. Members requesting copies to share to prospective members can do so. Everyone with email has received pdf. version and it is on the website. No copies will be posted out. FB has sent 3 to each library and has received requests for more. Also, libraries have been sent pdf. for staff reference. VR and MQ to have copies ready to give new members.
14. **A.O.B.** CM not available to chair committee meetings October and November. Vice chairs to cover 3/10 VR 7/11 GH
15. **DATE AND TIME OF NEXT MEETING.**

TUESDAY 3RD October 2023 10.00AM – VIA ZOOM

Actions

- VT to arrange for CM and FB to replace other signatures and withdraw cards held by RP and NR
- FB to raise with QEH cost has increased without us being notified of increase.
- Committee members to look and book at the NW u3a re training zoom sessions.
- JL/PM to compile Speaker booking form and checklist to aid clarity.
- Speaker Organiser Role Description on website needs updating. fb
- GH to ask all GLs to ask their members if anyone would like to be a speaker.