

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

TUESDAY 5th MARCH 2024 10.00AM – via Zoom

1. WELCOME Cam Montgomery (chair) welcomed Fiona Bannister (minutes), Karen Bartlett, Rose Hanley, Graeme Horn, Jane Lawton, Pete Mellor, Vera Rigby, Val Thomas, Barrie Thompson. Maureen Quinn

2. APOLOGIES FOR ABSENCE none

3. MINUTES OF FEBRUARY 2024 COMMITTEE MEETING

Agreed, however during the course of this meeting a query was made on the February 2024 Treasurers Report stating the invoice from QEH had not been received/ paid. Looking at the Treasurers report from 5th December these states November's invoice has been paid. Therefore an amendment to February Minutes and Treasurers Report will be made to reflect this (FB)

4. MATTERS ARISING FROM MINUTES + ACTIONS COMPLETED

MQ questioned the Monthly meetings item regarding the table moves. CM and VR explained that it was a more efficient and logical system that worked well at February meeting.

5. SECRETARY'S REPORT

Liasing with Cath Gannon re training for new website

6. MEMBERSHIP SECRETARY REPORT

707 members including 4 Honorary.

Discussion took place regarding a draft renewal letter sent by CD. CD said this must fit on one page (beacon)

Re reference box - VT asked for membership number, **initial** and surname to be inserted.

VT also asked VR to send her a separate list of BACS / cheques payments

The inclusion of a statement regarding renewal of honorary members is needed. FB to draft copy for CD VR and send tonight

Change of personal details including email and gift aid to be sent to VR

The 4 honorary members concerned can be contacted by VR and sent a paper renewal form
FB to amend the initial membership form to include Honorary membership and payment option tick box. FB also to revise the constitution regarding Honorary status, and payment option.

Query re Privacy statement necessary on renewal form. FB to check with Head office if this is necessary on renewals or just initial membership forms.

7. TREASURER'S REPORT

The General Account - money in the bank as of 29 th February was	£21,583.70.
Credit this month:	
Entry fees January monthly meeting (<i>243 people</i>)	£729.
Membership Fees	£10
Debit this month:	
Room Hire Q.E.H. January, February, March monthly meetings	£1,140.
Refreshments:	£78.75
Speaker fees:	£0
Printing – HP Ink:	£11.49
All payments/invoices I've received are paid and up to date.	

The request for the new membership account has now been approved by the Bank along with the new signatories. The records at the bank are now all up to date for our Trustees and the old names removed.

This means that we can progress with BACS payments for the new financial year. Vera, Cam, and I just need to finalise the easiest way for us and members how these need to be practically implemented, i.e., what we need on the renewal forms and how its going to be tracked / recorded. Graeme has circulated the proposed our u3a Financial Policy for Committee approval.

The Social Account money in the bank as of 29th February was **£6190.16.**

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

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

I have only had 1 cheque submitted with a payment for two trips on one cheque.

I have messaged the group leader so hopefully the message will get through to all G. L's of the ruling we have agreed as a committee that it's 1 cheque = 1 trip, not multiple trips on the same cheque,

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

VT

Query regarding payment of Novembers QEH invoice and prepayment of March 19th
VT says this is usual practise and all is paid. She didn't get an invoice just a reminder
(see minutes of last meeting amendment)

Discussion regarding access to account as VR blocked by security. Are new fobs needed
for CM and VR? It may be just new account issues. Review CM

AGM dates discussed at previous committee meetings, but current consensus was that
August is too late and in holiday/ childcare season. Decision for July 9th which is 3
months after year end. VT to contact Auditor DS and clarify if his/ VT holiday
arrangements will allow July AGM

FB proposed that the AGM report is a simple black and white / online version with
Chairmans statement and financial report. This would reduce the time needed for editing
and printing and allow the Annual Prospectus to focus on committee updates, group
information and retrospective news articles. Agreed with one abstention (VT)

8. CHAIRMAN'S REPORT

We tested doing a bank transfer into the new membership bank account and viewed the account on-line so we will inform members they can pay their annual subscriptions by BACS if they wish.

Annual Subscriptions are due from 1st April. I presume we will do the following; Members who have an email address will be contacted by email towards the end of March, those without emails can collect their renewal form at March's monthly meeting if possible but if not it will be posted to them. As it is now possible to pay annual subs by bank transfer, details will be on the renewal email or form. We were also going to add something about honorary members needing to renew their membership.

Vera will work with Chris Drabble to define what information will be on the email that CD can send out. I think CD can also generate letters for those without emails. I think Fiona has the renewal letter we sent out last year, this will need to be updated for the Bacs and Honorary member information.

I will email members on Thursday 7th March particularly to remind them that the Monthly Meeting is on 19th March.

All agreed on

Members who have an email address will be contacted by email towards the end of March, CD

Those without emails can collect their renewal form at March's monthly meeting if possible but if not, it will be printed posted to them. FB

JL mentioned that the car park at QEH will be used for storing machinery before being built on. FB to clarify with QEH and let CM know before Thursday's email.

9. GROUP LEADERS COORDINATOR'S REPORT

A busier month than usual.

Group Leaders' Information Pack.

I have updated this to bring it in line with our recently approved financial policy document. It has been amended following responses from Group Leaders. I am asking for Committee to approve the revised document which I circulated to you earlier. Outstanding issues I would like you to consider are:

cash float limits; and

"Risk assessment" checklists.

Committee agreed revised pack and will review when further discussion about cash float and risk assessments have been concluded at GL meeting

Group Leaders' Meeting.

I have arranged for the next meeting to be held at 2.00pm on Wednesday 29th May in the Education Suite of Oldham Central Library.

Laptops.

A Group Leader sent the following to me:

"the U3A laptop is very heavy and requires so many wires to connect to modern equipment, eg, projectors or even the Wi-Fi in most venues. It is an over complicated process, even then, it was unpredictable as to whether people could get it operational ... Might be time to consider a replacement."

Need to be discussed at GL meeting

Yelloway Coaches

A different Group Leader copied the following message from Yelloway Coaches Ltd to me:

"I have read online that you all possibly meet at the Queen Elizabeth Hall in Oldham. I am seeing if I can come up and provide some brochures to your group and others that meet to show what we offer and to see if any of our day trips appeal to many of the other groups. I can also look and bringing one of our vehicles which we use on our excursions so you can take a look inside and see what you would be travelling on."

Committee unanimous in declining offer as unfair to competition

10. MONTHLY MEETINGS

19 March GH absent FB to issue table labels

MQ may not be present but RH, KB and BT will cover

New members meeting went well but next one will be in April

Speaker - organised .

PM raised the possibility that a speaker on IT fraud and Apps may have to cancel at short notice

PM maybe able to speak as reserve (plan B) but this can only be utilised once !

Art appreciation group have asked for a table change as 5 facilitators taking bookings from 50 people very difficult. Table to left of stage to be allocated. Ukelele wish to be included in monthly meetings. To be sited next to guitar. Table next to jigsaw/ creative writing could be poetry appreciation .

11. A.O.B.

12. DATE AND TIME OF NEXT MEETING.

TUESDAY 2nd APRIL 2024 10.00AM – VIA ZOOM