



## Minutes of Perth u3a Committee Meeting

Held on Tuesday 6<sup>th</sup> February 2024 at 10am in Unit 7

### Present

Robert Proctor (chair)	RP	Joan Fraser	JF
Sue Hendry	SH	Ray Hodgson	RH
Dave Smith	DS	Trevor Abell	TA
Graham Dry	GD	Wilma Coleman	WC
Bill Younger	BY	Bob Thomson	BT
Yvonne Connell	YC		

### 1. Apologies

Irene Twinn (IT).

### 2. Approval of Minutes of previous meeting

The minutes of the previous meeting on Tuesday 9<sup>th</sup> January 2024 were approved – proposed by RH, seconded by GD.

### 3. Matters Arising

None.

### 4. Admin Matters

#### a) Treasurer's report

IT was not in attendance, but had previously sent the latest financial report with the following covering note: *"...the balance in the bank is greater this year than last at the same time so it would be possible to keep the joining fee the same for next year. The budget going forward will not change much. The accounts up until now have been checked and passed by David Washington."*

#### b) Group Co-ordinator's Report

RH had recently circulated a draft of the revised Group Leaders' Handbook to the Committee. No issues had been raised. YC requested a couple more days to review it as she had been on holiday when it was circulated.

#### c) Membership Report

DS provided details of the current membership – see report attached to these Minutes.

#### **d) Accommodation Co-ordinator's Report**

WC has spoken to David Kettles (building management) about the leak in Unit 7. He says they've identified that it's coming from the roof, and they have a plan to have it repaired, but are currently waiting for better weather. He also said in passing that the new blinds and skylight cover were good.

Badminton Group – WC chased Lethan St Marks again but has still not received a reply. JF, who had originally raised the matter, was happy not to make any further efforts to find an affordable and acceptable venue for the Group.

#### **5. Website Migration**

YC reported that our Website Manager, Anne Trant, had recently received an email from TAT regarding the forthcoming shut down of SiteBuilder, our current website platform. The plan is to migrate to SiteWorks, TAT's new website platform, itself based on WordPress, a leading and widely used website platform. In order to proceed with the migration, we are required to sign the SiteWorks Terms and Conditions. Key points to note are:

- SiteBuilder will not be available once sites using it have migrated to something else, so doing nothing is not an option for us;
- SiteWorks is supported by TAT, and comes with support materials and templates designed for u3as;
- There are no cost implications until April 2025, when charging will commence in order to cover hosting and license costs (NB: we don't pay for SiteBuilder so this will be a new cost to be budgeted in 2024/25). Specific costs have not yet been calculated but are estimated to be around £60 pa, and will certainly be very competitive with commercial hosting services.

The Committee approved signing the Terms and Conditions. The Secretary, Yvonne Connell, will sign on their behalf.

#### **6. AGM Planning**

RP noted his recent attendance at a u3a Chairs' meeting. Of the 14 u3as in attendance, ours was the only one which has of the 14 u3as in attendance, ours was the only one to have returned membership numbers to pre-Covid levels. Also, with regard to the widespread difficulty in recruiting Committee members, Chairs were advised that they could bypass the relevant rules in the new constitution, but that each instance of this would require individual approval by TAT.

All members of the Committee indicated their intention to continue in their roles for 2024/25, except RP (Chair), BT, and JF. GD (Vice Chair) will stand for election as the new Chair. This will leave a vacancy for Vice Chair and two 'ordinary' members. The Committee briefly discussed recruitment incentives, the most popular being an annual Committee lunch to enhance team spirit and motivation.

The 'choreography' of the outgoing and incoming Chair was discussed briefly – RP should chair the AGM until the point at which the new Chair is voted in, after which the new Chair will take over.

RP noted that the AGM notifications etc should commence shortly – YC to action.

## **7. Murder Mystery Lunch**

GD had previously circulated to the Committee a report on his proposal to run a Murder Mystery Lunch social event. The key points for the Committee to consider were:

- Risk – an up-front deposit of £250 is required to secure the event date/time, which would be forfeited if insufficient members sign up.
- Cost – the cost per head to members is £49, and includes a 3 course lunch at the Black Watch Museum restaurant.

RP was unsure as to whether u3a funds could be used to underwrite the event, but it was noted that the social fund has ample funds to cover the cost and this is surely a legitimate use of those funds.

DS noted that our membership is increasing, and we want to offer more to the members in order to retain them. The previous Open Meeting on the Perth Murder was a very popular talk and this event would follow on nicely from that.

A couple of Committee members suggested including a 2 course option, as many people don't want a full 3 courses and this might reduce the per head cost a little for them.

There was general agreement that the event was worth holding. However, in an attempt to mitigate the risk to u3a, GD agreed to poll the membership on whether they'd be likely to attend the event at the estimated cost per head. A specific date couldn't be provided but would be on Tue/Wed/Thu w/b 15 April or the following week.

A final decision on whether to hold the event will be taken following the results of the member poll.

## **8. 2024/25 Guest Speakers**

GD had previously circulated to the Committee a list of booked speakers for the first part of 2024/25 and potential speakers for the remaining date. No issues were raised by the Committee. RP noted that we'd need a complete list for the programme when it's assembled in July/August. GD confirmed that the list would be ready by then.

YC undertook to ask John Andrews if he was still willing to assemble the programme and accompanying 'when groups meet' spreadsheet. Dates/times/venues are taken from Beacon but this can sometimes be wrong, because Group Leaders don't update it – to be addressed at Group Leaders' conference. Also, prior to publication, the programme should be circulated to the GLs to check accuracy.

## **9. AOB**

YC asked for suggestions for the News Update. These were:

- AGM announcement
- Committee recruitment
- Murder Mystery event

**The next meeting will be on Tuesday 5 March 2024 at 10am in Unit7.**