

PLYMPTON u3a Special Executive Committee Meeting

Held 11th August 2023 10.45am St Marys Church Hall

Attendees.

Sylvia Guthrig – Agreed Meeting Chair

Treasurer – Heather Lambie

Minutes Secretary - Rhiannon Prys-Owen

Membership Secretary and WebMaster - Rose Mitchelmore

Committee Member- Linda Harris

Committee Member – Patsy Stidwill

Minutes

1. Welcome.

Sylvia Guthrig agreed to Chair the Meeting and explained that this was an additional Executive Meeting to discuss the vacant posts on the Committee and the nomination of Chair, Vice Chair and Group Coordinator by the Membership at the next Extraordinary General Meeting.

2. Apologies were received from Lesley Peat and Janet Hexter.

3. Job Descriptions. Rhiannon had prepared folders for each Committee Member. The folders contained examples of u3a Job Descriptions produced by the Plympton Branch and some by the National Office. This will inform Committee Members of the roles and responsibilities of Executive Officers and Committee members.

4. Nomination of new Chair and action required.

Lesley Peat has put her name forward as Chair and this was fully supported by the Committee Members. Heather Lambie proposed her nomination and seconded by Linda Harris This nomination would need to be formally accepted by the Membership at the next General Meeting.

Action: Rhiannon and Sylvia to produce an email notification to the membership informing them that there will be an Exceptional General Meeting on 26th September where the nomination of the Chair will be discussed, and members will be asked to vote for Lesley Peat as the new Plympton Branch Chair.

5. Structure of the Committee including the current situation and vacancies.

Sylvia agreed to be the Vice Chair and was proposed by Rose Mitchelmore and seconded by Patsy Stidwill. Linda Harris agreed to be the Group Coordinator and was proposed by Heather Lambie and seconded by Sylvia Guthrig. Heather Lambie offered to support Linda in this role. It was agreed that the post of Welcome Secretary was now unnecessary as all Committee Members are available to welcome Members and any new Members. As Lesley will continue to be the Speaker Coordinator there are now three vacancies on the Committee.

6. Initial review of all Job Descriptions. As each Committee Member now has a folder containing all the Job Descriptions, it would be helpful for Members to review all the roles and responsibilities ahead of further discussions and agreement at the September Executive Committee Meeting.

7. AOB

- Yvonne Bawden currently holds the laminator and Rhiannon felt that it would be useful for her to acquire it to laminate the community posters and other publicity material. **Action: Rhiannon to contact Yvonne Bawden and collect the laminator.**
- It had been suggested that we purchase a new Feather Banner to display at meetings and other events. However, the Committee felt that it was unnecessary as the two Members who set up the existing banner and equipment for the meetings do an excellent job. **Action: A vote of thanks be sent from the Committee to the two Members and a gift presented to them at Christmas.**
- Val Moody has agreed to continue managing the Photo Boards and write the Membership Cards.
- It was agreed that we re-instate the monthly Coffee Mornings at Harewood House and Patsy Stidwill agreed to take responsibility for this. **Action: The Membership will be notified of the Coffee Mornings at the September Meeting.**