

Rutland U3A Committee Meeting Wednesday 25 January 2023 at 10.00 Wisteria Hotel

Attendees; Ros, Hedley, Bob, Diane, Sharon, Janet, Mike, Bryan and David

Agenda

- Apologies

from Lucy, Sue and Wanda

- Minutes of the meeting 14 Dec 2022

Approved

- Matters arising and actions

Lands End did not respond; ACTION - Hedley will follow up with a known contact

- **Chairman**

- Chairmen's Report

Attended Volunteering meeting organised by Citizens Advice Bureau on 18th January; seeking ways to co-ordinate across organisations within Leicestershire & Rutland; well attended and worthwhile - a follow up is expected

Chair will resign position this year at AGM (8th June); replacement still being sought; ACTION - Ros and Sharon to meet potential candidate

- Network Report

Meeting 19th January; still 4 vacancies for regional trustees, as yet no replacement for East Midlands position

TAT are considering restructuring to alleviate workload (attract candidates)

AGM at Glenfield on 16th February; ACTION - Ros and Bob to attend

Network Quiz is to be reintroduced

- Remembering Vic Newland

Committee wished it placed on record appreciation of Vic's contribution to RU3a as technical support for Beacon, and as a member of a number of groups and great friend to many

- **Treasurer**

- Treasurers Report

All should be able to access via Google Drive, and as trustees we should all be familiar; ACTION - email Bob if unable to do so

Within accounts it is possible for certain groups to access their own 'balance sheet' within the overall

For information; TAM fees were demanded late (no issue with funds and coincidentally Gift Aid refund arrived simultaneously)

- Financial Policy Feedback

All feedback thus far gratefully received; a V2 will be produced for further review and subsequent sign off.

ACTION - Committee agreed we will present to those groups collecting monies on behalf RU3a as a "fait accompli" - we will not be requiring their further sign off

- Financial Statements for Social Secretary

ACTION - Bob and Diane to review 'Social' group account

- Proposed Subscriptions Structure

In the expectation that central fees will increase Bob has modelled for a return to £12 subscription in 2024

It appears also that our contribution to central fees is now being based upon current year, rather than previous year membership numbers (NB - 98 new members in 2022 - see also below in Membership)

- **Speaker Secretary**

- Verbal Report

NB Wanda away for April and May monthly meetings; ACTION - David to deputise in hosting guest speakers and for liaison with Victoria Hall

- **Membership Secretary**

- Verbal report

10 new members recently; all online systems to onboard working fine

Intention for renewal this year is to lapse every member on 28.2.23 and renew from 1.3.23 - this is within Beacon only

Alongside this, will require that members do not renew until 1.3.23 - this will require deactivation of link on website until 1.3.23.

Additionally; ACTION - Hedley to ask Central Office about maximum length for "days of grace" post renewal date

Informal meet and greet for new members - Janet to withdraw; Ros and Sharon to take up

- **Groups Coordinator**

- Verbal Report

Two new groups - Film Appreciation and Astronomy - takes total to 76.

Gill Penny now leader of Poetry group

- Risk Assessments for group activities

10 types - each of 2 pages; including day trips, venue hire, home visits etc.

Nothing onerous but duty of care upon group leaders; existing and new

ACTION - to provide information in next newsletter and to signpost on national website (and potentially our own - Hedley to investigate)

- **Social**

- Verbal Report

Potential quiz to be run by Margaret Gilman; tbc

A number of other events planned / in hand; details will be published in usual places

- **Data Protection/Safety/Safeguarding**

- Verbal Report
- PAT Testing draft

Now agreed we must ensure compliance; ACTIONS - Bryan invite tester to next monthly meeting at Victoria Hall and to check what application for meetings within homes

- Safeguarding draft

Now agreed; ACTION - to establish if consent is needed to share names only of group members in advance for new member joining

- **Digital**

- Verbal Report

Barclays will have a new manager; not interested in supporting "Tea & Tech" - item closed

Sue to withdraw from committee but to remain available for assistance as/if required

ACTION - remove Digital as standing agenda item

- **IT**

- Verbal Report

An IT support member has come forward to assist with Beacon; Ted Phillips

Sub group to ensure finance / membership / IT aligned has been established

Website has been virtually 100 per cent restored; group leaders still may need to update their own pages. More recent photos are to be encouraged for the website; ACTION - Mike to request all agreement that photos submitted for the monthly newsletter can be loaded to website and onto our Facebook page.

It was agreed that Mike would circulate the website 'page visits' reports for the year 2022, showing usage e.g. homepage has been requested over 6700 times

- **Secretary**

- Date of AGM 8th June

Continued review of committee members timeline; maximum 6 years serving

- **Any other business**

Bob investigation of integration of Beacon Finance and membership continues. It is likely to be useful to appear as a front end to our own finance / accounting system and has potential benefit of making it simpler for a subsequent treasurer.

Paypal and Card payment methodologies are supported; and has specific benefit of straight through accounting via (as no double keying required as currently)

NB Paypal only requires RU3a to hold account, not individual members

Committee to be kept informed as investigation continues

Application for debit card from HSBCm due to branch closure; ACTION - consideration of dual authority implications, auditor advice to be sought

Also could consider a deposit card which can be used at any Post Office.

- **Date of next meeting**

29th March 2023