

Rutland U3A Committee Meeting Wednesday 31 August 2022 at 10.00 Wisteria Hotel

Attendees; Ros, Diane, Sharon, Lucy, Hedley, Bob, David, Wanda, Janet and Sue

Agenda

- Apologies - Mike and Bryan
- Minutes of the meeting 5 July 2022 - signed off (noted Lyddington not Luddington)
- Matters arising and actions - taken, and/or further comment within minutes
- Appointment of new committee positions
 - New role of Health & Safety? Agreed clarity required regarding our H&S policy and procedures (which should be published), including Risk Assessment and PAT Testing; Ros investigating
 - Treasurer - Bob will do 1 more year but shadow is required ahead changeover. Mike has agreed to offer some assistance and Hedley has identified a new member who may potentially suit. It could be that an option is to have a single treasurer for 3 local groups. Tools such as Sage (or potentially Beacon) could make role less onerous.
 - Membership - Janet is shadowing Lucy
 - Monthly Meeting Hosting - If Ros is absent, David will deputise
- **Chairman** - report circulated 25.8.22 In addition
 - Victoria Hall
 - new management team; Dave Graham (Chairman), Ann Stringer (Treasurer), Cara Chambers (U3A point of contact), John Snell (Ops Manager)
 - Intending to create publicity for hall, which would include U3A usage
 - Photographer will be at monthly meeting 1.9.22 (appropriate safeguarding will be announced and in place)
 - Kavanaghs no longer have contract for tea & coffee
 - Rent £170, plus £50 per booking - to be reviewed in January 23
 - Network event in October; Ros and Bob will attend
- **Treasurer** - report circulated 22.8.22. In addition should be noted finances remain very healthy, the mandatory expenses have been paid.

- access to Gmail U3A account for budget, including subsidiary accounts and to DRIVE is available to all committee members
 - JLP new business account being opened (requested as they have changed banking supplier), due to need for account without minimum value order of £1000. T&Cs appear identical regardless.
- **Speaker Secretary** - all booked to end 2023. Sharing speaker bookings with Glenfield U3A. Shadow is required (NB David indicated willingness)
- **Membership Secretary** - 655 currently, still growing. Janet shadowing. VAR (Voluntary Action Rutland) offering support in managing mail box etc for renewals in 23
- **Groups Coordinator** - 74 running, 3 recent leader changes (Play Reading, Rummikub and Water Colour Painting)
- **Social** -
 - Petanque event a success.
 - Canal Cruise next planned event
 - Christmas Lunch formally to be launched at 1.9.22 monthly meeting (pricing includes gratuity)
 - Diane requested some further support - to meet Ros to discuss
- **Data Protection**
 - Apologies
 - Concern raised regarding accessing systems via public wifi (unresolved?)
- **Digital**
 - Sharon to resend notification/instruction to group leaders to remove personal contact details
 - Hyperlink to be used instead (unless leaders provide a disclaimer)
 - Facebook -
 - likes increase, traffic steady
 - Newsletter - suggestion to reuse graphics from Facebook posts for consistency
 - Events tab to be utilised more
 - Embedding of link to join as a member suggested (Bob/Hedley to investigate)

- Further follow up with Barclays scheduled to arrange talk; will not be until 2023
- Consideration by Mike and Sue to setting up some advice for members about how to access NHS services (app, website etc); probably via small group sessions (up to 8 people). Victoria Hall or Library potential venues.
- **IT**
 - unreported
- **Secretary**
 - New financial policy document - done
 - Group Leaders Pack - done, revamped and available; Sharon to send to all, with assistance requested for February Groups Meeting
 - License Renewal - done, just awaiting the document / certificate
 - Trust AGM voting - 3 votes are available to us, agreed resolutions via email exchanges prior meeting
 - PAT testing - see above
 - Any other business
 - (Bob) Data Security regarding use of IZettle via open networks v Mobile Data. Will be strong recommendation to all to use latter.
 - (Bob) Budget projections for 3/4 years ahead. Agreed given health of finances to have a £1 membership for 2023 - by way of a 'loyalty' bonus, and £9 thereafter. On that basis our surplus of c£15000 would reduce over time to the c£5000 we actually are required to retain to comfortably cover our liabilities. Any new members in late 2022 or early 2023 would pay £12 as current, but have that carried through 2023. Agreed to be announced at monthly meeting 1.9.22
 - (Ros) National Chair U3A online meeting 15.9.22 via Zoom for Q&A. All welcome attend; details to follow.
- **Date of next meeting 12th October, 10am, Wisteria Hotel.**