

Rutland U3A Committee Meeting Wednesday 12 October 2022 at 10.00 Wisteria Hotel

Attendees; Ros, Wanda, Bob, David, Diane, Sharon, Bryan and Hedley (8)

Agenda

- Apologies

Janet, Mike, Lucy and Sue

- Minutes of the meeting 12 Oct 2022

agreed

- Matters arising and actions

see below within reports etc

- **Chairman**
 - Chairmen's Report

Extremely good attendance last meeting (124 persons) - 'local' subject matter no doubt a factor.

NB Chairman to check with Victoria Hall maximum attendance limit.

Network meeting on 13/10/22 to be attended by Ros and Bob

- New role of Health & Safety

Bryan to assume Safety into his committee title

ACTION Draft policies to be circulated to all, including Safeguarding and Electrical Inspection & Testing

- **Treasurer**

- Treasurers Report

See report circulated pre meeting; intent to create dashboard style in future showing key metrics and highlighting any specific issues for attention

Remain on target for 700 members as budgeted

- Treasurer Succession

Demonstration of automated systems established to facilitate ease of admin by group leaders and ease of reconciliations for treasurer.

6 groups 'actively' collect money but as payments are online or by card there is instant reconciliation - therefore lack of complexity for any new treasurer to oversee.

NB All 6 Group Leaders that 'operate' the Izettle Card Readers have confirmed that they will switch off Bluetooth once payments have been received and that they will operate the reader via their Mobile Data rather than the WiFi provided by the venue. These measures should optimise the data protection risks that a public free-to-use WiFi might present.

Renewals at £1 - given relatively small number that normally pay by cheque (at a cost to U3a of 0.40p) will announce that at March meeting those payments need be by cash. ACTION This information to be included in Newsletter.

Investigation of accounting software - QuikBooks - as a potential 'facilitator' for a new treasurer; consideration of costs for package as sharing a contract (but with entirely unique and separate accounting) with other local U3a would bring significant saving. Bob will consider further.

Concern expressed, notwithstanding current treasurers likely continued support, that an able deputy is required; ACTION - call out for any interested / qualified parties to come forward

- **Recruitment & Retention**

New flyer, with scannable QR code for instant application, to be placed in local outlets (e.g Tesco, Co-op, McGills, Pubs etc) throughout county

Newsletter to encourage members (new and old) to establish groups if their interest not catered for currently

80% of membership lives within 5 miles Oakham

Speaker Secretary

- Verbal Report

Website and Newsletter up to date with speakers until 2024

David to shadow Wanda, with view takeover in 2024

- **Membership Secretary**

- Verbal report n/a

- **Groups Coordinator**

- February Groups' Meeting

Notification to be published in both December and January newsletters

74 groups currently, 12 with known vacancies; all will receive new delegates packs before Christmas, with reminder on correct on-boarding

Room layout to encourage circulation, few chairs; group leaders to have pennants for identification

Bring & Buy to be replaced by a 'Swapshop' - any remainders to go to Cancer Research

Ros to provide cakes

- **Social**

50 signed up for Christmas lunch so far

50 tickets, plus coaching, for Kilworth Open Air production of 'Hairspray' - July matinee performance

NB Need new Social committee members

- **Data Protection**

No issues arising

- **Digital**

See three documents submitted prior meeting;

Personal Email addresses

Personal Technology for Health - ACTION; Mike to present at next committee meeting with a view to be announced at subsequent monthly meeting

Digital Inclusion - ACTION; Barclays attendee at monthly meeting 5.1.23

- **IT**

- Verbal Report n/a

- **Secretary**

- New financial policy document ACTION to be reviewed by Treasurer
- Trust AGM voting all votes went against, therefore no alterations at present
- PAT testing paper circulated by Bryan

- Any other business

ACTION - Committee members to be introduced and visible at each future monthly meeting

Date of next meeting 14th December 2022, venue tbc