

## Minutes of Rutland u3a Committee Meeting on 26 May 2022

**Introduction of Visitors:** David Leary - volunteer

**Present/Introduction of Existing Committee to Visitors:** Ros Kenny (RK), Bob Bennett (BB), Hedley Greaves (HG), Sue Morecroft (SM), Lucy Marsland (LM), Bryan Howard (BH) Mike Shea (MS), Diane Case (DC) and Sharon Pratt (SP).

**Apologies:** Wanda Allen

**Minutes of the Meeting on 10 March 2022** - Agreed as read and signed by Chairman.

Matters arising and actions taken: RK has ensured that Victoria Hall is available for 9.6.22 AGM meeting. She has not needed to have a conversation with Art Society as they are remaining in The Victoria Hall. RK has meet with some of the folk who have jobs pre-meeting, e.g. Anne Trigg. Jane Gillon (JG) asked that new member greeters have a table at the next meeting. Ad in next newsletter for more volunteer meeters and greeters. All group leaders have renewed their memberships. BB has sent final accounts to auditor. LM spoke to JG er: reaching out to lady with partial sight who has joined Ru3a. BH has updated Data Protection Policy on the webpage. MS has checked IT compatibility of Ru3a laptops with Windows 11. HG advertised in the newsletter how quickly committee members will need replacing.

### Chairman

**Chairman's Report** - RK has been approached re: using projector for non U3a use and all agreed this is not acceptable. RK is in process of preparing a welcome pack for new committee members.

**Action: RK will have new committee members' pack ready for next meeting.**

### Treasurer

**End of Year Treasurer's Report, Budget Report and Three Year Cash Flow / Budget Statement.** BB clarified the fall in income since last year is due to fall in subscriptions and corresponding fall in Gift Aid Claims plus reduced income on Social Events. BB explained that the TAT Capitation (Affiliation) Fee is calculated on the previous years' membership. All agreed that the Treasurer's Report is to be emailed to the members as part of the AGM Vote content.

**BB noted some budget items for the current year:**

- Victoria Hall costs have increased from £210 to £225 per session.
- Bank charges will increase from minimal to over £200. Due mainly to HSBC charge of £60.00 pa plus about £140.00 estimated to be charged on cheques paid in / out
- iZettle fees : estimated at £134.00 now that four groups operate card payments
- A provision of £500 is made to replace one of the PCs used by the Committee. There is £500 in each of the two next years' budget to replace both lap tops that are not compatible with Windows 11.

A provision of £50.00 is made for anti-virus protection for external IT use

Membership Secretary now has remote access 24/7 to a Subscriptions Account via the U3A Drive showing amounts paid into the U3A bank account. Using this model, preparations are in hand to provide similar access to the four group leaders operating card payments to their respective accounts. This will enable them to adjust their fees proactively in order to achieve break-even by year end. Note that the Table Tennis group aims to provide for repair and replacement of Table Tennis tables.

Included in the preparations for access to their respective accounts, the four group leaders will be allocated a U3A Gmail account on the same lines as Committee members. That is, continuity and limited access remains in place for their U3A Gmail account only. This is in line with the 'handover' of a U3A Gmail account when a committee member resigns.

**Subscriptions paid in Advance:** Some members have added 40p to their subscriptions but this creates extra processing as such additions are deemed to be donations and should be accounted in a separate account. The Treasurer and the Membership Secretary exercise discretion by 'allocating' advance payments to the following year. However, since about 92% of advanced payments were received within a fortnight of the renewal date, this process was accepted by the independent examiner.

**Action: HG to trawl through TAT insurance documentation re: liability. HG to send out covering global email re: clicking on link for voting form and attach the Treasurer's reports to this. MS will look at Beacon to see the donations account and see the possibility of enabling the automatic processing of those who added 40p to subscriptions paid by cheque. BB is intending to hand over Treasurers role/Ru3a accounts to someone else and this takes a long period of overlap.**

### **Speaker Secretary**

A head microphone has now been purchased and was used at the last meeting.

### **Membership Secretary**

LM explained that our membership numbers are down to 625. Those who have not now paid have been lapsed as members and told they have been lapsed and can renew if they wish. All renewing/new members have had email receipts. There is an email acknowledgement email sent for those expressing an interest in joining and needing to pay subs. Difficulty for LM that subscription form names not necessarily the same as those on bank details. New members coffee meeting will be reinstated by Janet Bilby.

**Action: SP to ask Richard Gale, Trustee of Victoria Hall, if we can advertise that Rutland u3a meets in the entrance.**

### **Groups' Coordinator**

There are 74 groups in all.

Two groups are no longer meeting - Sketching and Drawing and Italian for Fun  
Change of name of the group - Living History is now called Social History of the 20th century

Change of group leader - Needlecraft 2 no longer Gill Clifton (who has left the group), temporarily led by Sharon Pratt

New groups - Wine and Wine Tasting, led by Hedley Greaves - meeting in members' homes

Art Appreciation 3 and Creative Writing 2, both led by Sharon Pratt and meeting in the Snug in The Wisteria Hotel (which has been added to the list of venues available as we have been informed that The Lord Nelson will be opening from 11:30 (not 10:00) so only now available as an afternoon venue. The leaders of the two groups which currently meet there in the morning - Margaret Beevers (Advanced French Discussion) and Judith Redshaw (Family History) have been informed of this impending change and SP is awaiting their response re: new venue/time of meeting from them. Possibility of groups using SPOND for payments.

**Action: SP to speak to leader of Spanish 2 group to let them know about the change at the Lord Nelson. HG reformatting the Information for new group leaders for SP.**

### **Social Secretary**

The Ad Hoc dining group has recommenced on 3rd Wednesday of the month and took place last month at The Buttercross. Pétanque booking forms are available on line but no one has signed up for it yet as we said this would be from June. 30 places available. DC had a meeting with Debbie Massey and Norma Hardy who will help DC run the social group. Very keen. A couple of items pencilled in before the Christmas Lunch.

### **Data Protection**

Induction required for new committee members.

**Action: BH to do a 10 minute presentation for new committee members at our next committee meeting.**

### **Digital**

As Age UK (Leicester and Rutland) contracts have come to an end the Longhurst Group are taking over the Age UK IT Service. The Digital Champions are Martin Rodgers and SM and, at the moment, this means that they are to go into peoples' homes. This procedure will start once their DB clearances come through. The iPad group is going along successfully. New manager at Barclays Bank is not so keen on continuing the u3a member sessions with their Digital Eagles. Sad as there was good attendance at the beginners and intermediate groups.

**Action: SM to have a meeting with the new Barclays manager Amy Boda.**

### **IT**

MS reported that access to Beacon downloads for all committee members except Treasurer and Membership Secretary have been removed. LM has upgraded her laptop. Other two laptops are not compatible with windows 11 and need to be replaced after windows 10 runs out in late 2025. MS has got two people who have agreed to give IT support. Website: hosting for the software is paid for by TAT and freely available and an official replacement for Sitebuilder will include new Word press and will be accessible to all U3A's by 2023 and there will be support in its use. If emails are sent for IT support Ms requested that these emails go to the 3 of them personally. There are separate emails for .beacon, .website and .IT and if folk are in doubt as to where to send their requests please use .IT. MS has worked a lot with BB re: the new Beacon system and implications for early payers with a demo system. Our email data is so good that there was not a single rejection when our monthly newsletter went out in May.

**Action: MS will put information about the two new IT assistants in the newsletter when they are in place. MS to approach the folk currently supporting the Word**

**press replacement for Sitebuilder and keep us up to date asap. MS needs information on new Executive Committee Meeting members for new emails to be assigned. If access to Beacon is required MS will do proper formal training for members.**

### **Secretary**

All notification forms are prepared, including voting for Janet Bilby, for AGM online voting - so we should have a full committee plus one. HG pointed out that the bulk of the membership cannot assemble in the Victoria Hall. He proposed that we have online voting as a default setting in future so there's no need to worry that we might not get a quorum and no member can say that they are not included. Members cannot vote twice as each vote is tied their unique membership number. BB said that it would be easy to change names, etc. on the voting forms in the future. Secretary of the Executive Committee Meeting would be responsible for the form. HG said he was happy to do that. The seven members who have no internet access will get a separate hard copy of the voting forms.

### **Any Other Business**

BB asked about the format of the AGM? Starting at 10am. RK said all Committee Members are to be seated in the front row of the hall. Treasurer, Secretary and Chairman to sit at a table on the dias. BB will answer any financial email questions and questions from the floor. The results of the online vote will be available on Friday 3 June and BB will circulate these. PowerPoint of results will be shown at the AGM.

**Action: BB to show results of online voting via PowerPoint on the screen at the AGM. SP and JB to bring their iZettle machines to the AGM to pay for pétanque etc.**

**Date of next meeting - 10am Tuesday 5 July in The Snug at The Wisteria**