

Rutland, U3A committee meeting, Wednesday, the 12th of July 2023 at 10.00 Wisteria Hotel.

Attendees;

Ros Kenny, Hedley Greaves, Janet Bilby, Bob Bennett, Wanda Allen, Tony Bianchi, Christopher Clark, Stuart Mason.

AGENDA

Apologies

Keith Townsend, Bryan Howard, Mike Shea.

ACTIONS

Minutes of the meeting of the 10th of May 2023

The minutes were approved and signed by the chairman.

Matters arising

Wanda queried whether different noticeboards could be investigated for the monthly meeting at Victoria Hall.

The current boards are very heavy and lighter ones would be better for the members setting up the hall. Wanda to investigate alternatives.

WA

Chairmans report

Ros began by thanking all the retiring committee members for their hard work and dedication during their service to the committee.

New members were informed that there are structural changes taking place within the third age, trust and a Pilot Council of 12 regional representatives is being considered.

Ros confirmed that she recently attended a new members coffee meeting with five new members were hosted. She hopes to take over this role when she steps down as chairman.

Speaker secretaries

Wanda notified the committee she would not be available for the October meeting and Ros offered to host the speaker.

RK

Membership secretary

Janet confirmed there are currently 659 members. 63 new members have joined this year. Some members have applied online but have not followed this up with payment. She will notify them that payment is required before they can become a member.

JB

Groups coordinator

Christopher Clark has agreed to take over as groups coordinator from Sharon. They will meet shortly to handover information.

CC

Social

There is currently no social committee as every member has resigned.

Tony Bianchi volunteered to take on the chairmanship of this committee and will take steps to learn the role from previous incumbents. Ros will assist.

RK/AB

Data protection/safety/safeguarding

There was no report, but the recent data breach was discussed.

This occurred when data relating to the online voting for the AGM was shared amongst committee members. As this data contained membership numbers, it would have been possible to link voting with a U3A member. This would only have been possible for Committee members that had access to the Beacon records system. The data was quickly taken down.

This situation was reported as a data breach to the Data Commissioner and a report back has been received. It recommended that no further action is required but listed a number of items of good practice for the future. Most of these actions are already in place.

Actions to update the Safeguarding policy, and the Legitimate interest policy have still to be finalised.

BH

IT

A report was received from Mike Shea, a copy of which is enclosed with these minutes.

In future, Mike will make reports to the committee via Brian Howard.

Secretary

The secretary had nothing to report.

Treasurer

Keith Townsend is to take on the role of the treasurer but this will take some time to learn. The current treasurer Bob Bennett will continue to administer this function as he hands over to Keith.

An HSBC deposit card has been received in the name of Janet Bilby, the membership secretary. This will be used to deposit membership monies into the bank or the post office.

A payment card is being arranged with HSBC and will enable direct payment to suppliers either by the Treasurer, the Secretary, or the Chairman.

To enable the treasurers function to continue unhindered, in the event of any incapacity of the treasurer, an assistant will be appointed.

The independent financial examiner used for many years by the club has resigned. A new examiner is required.

Questions were asked about the status of any person in this role and whether they could be a member of U3A. These rules are to be looked at in more detail.

BB/HG

The current treasurer is to set up meetings with Keith Townsend to handover his role as quickly as

possible.

To aid this handover a series of videos have been made which explains the mechanisms of managing the accounts.

It was reiterated that the recently approved Financial Policy will be the document that specifies the financial processes within the club. All groups will be expected to adhere to this policy. This will be for the benefits of the administration of the club and to assist the Treasurer.

The secretary requested that any non-treasurer related files held by the treasurer, such as the asset register, should please be handed over to the secretary. **BB**

New committee positions

The following executive committee roles were agreed.

Rosalind Kenny will be Chairman, Stuart Mason will be Assistant Chairman, Hedley Greaves Secretary, Robert Bennett Treasurer, Keith Townsend Assistant Treasurer, Wanda Alan Speaker Secretary, Brian Howard Data Protection/Safety/Safeguarding, Janet Bilby Membership Secretary, David Leary Committee Member, Christopher Clark Groups Secretary.

AOB

None

Date of next meeting

The next meeting will be held on Wednesday, the 30th of August at 10 am at the Wisteria Hotel

IT REPORT FOR RU3A COMMITTEE MEETING 12TH JULY 2023

This is the first report I have prepared since it was agreed that IT would report to the Committee via the Data Protection Officer. Phil Grimley will report separately on matters to do with the website.

1. Activity since the last meeting

- a) Activity on Beacon has reduced considerably since we completed this year's renewal round.
- b) I have checked the Membership laptop as part of the programme of regular checks of the Ru3a laptops.
- c) I provided the Treasurer with budgeting figures for the eventual replacement of the two older Ru3a laptops.

2. New Committee

- a) I would be very grateful if the Committee could let me know as soon as possible of the membership and roles of the new Committee. This should include anyone co-opted or otherwise appointed directly by the Committee. This will let us plan for, and provide, appropriate access to Beacon and the Ru3a Google accounts, and the training needed for these.
- b) System access rules require me to cease the access of ex-Committee members to Beacon and the Ru3a Google accounts. I need to do this pretty much immediately. However, those who have volunteered to help new Committee members to take over their roles will, I assume, need continued access for a while. This will be possible if they are co-opted or otherwise directly appointed by the Committee: again, please let me know as soon as possible.

3. IT Policy

I think it's about time we brought together the various strands of IT (e.g. security, access to our systems, management of devices) that we have discussed at various times and which we expect the Committee to be aware of and abide by. It will also be a guide for the IT team. It will not cover data protection as this already covered by our Data Protection and Privacy

policies. I am planning to draft an IT Policy and will issue this for review and approval by the Committee in due course.

4. National Beacon Q&A session

The Beacon support team ran an online Q&A session on 22nd June. Did anyone attend it? If so, I would welcome any feedback.

5. Third Age Trust (TAT) Digital Strategy

TAT has recently published its digital strategy, which is intended to drive all things digital over the next 5 years. It is available on the national u3a website in the 'trust and trustee updates' section. My impression is that it is largely focused on the Trust itself and its links to individual u3as, although one thing of direct interest to us is that there is a firm intention to integrate the Beacon membership system and the new website SiteWorks platform. Again, I would welcome any comments or questions arising from the strategy.

Mike Shea, IT Support

5.7.23