

## Minutes of Ru3a Executive Meeting on 14.12.22

**Present:** Ros Kenny (RK), Diane Case (DC), Bob Bennett (BB), Mike Shea (MS), David Leary (DL), Wanda Allan (WA), Hedley Greaves (HG) and Sharon Pratt (SP). **Apologies** for absence: Bryan Howard (BH), Lucy Marsland (LM), Sue Morecroft (SM) and Janet Bilby (JB).

**Minutes 12 October** - agreed as read. Matters arising/action: RK found that maximum numbers at Victoria Hall are 210 conference style and 150 seated.

### Chairman's Report

At the Network Meeting a suggestion was made to contact large, local companies with a view to giving information about u3a to their prospective retirees. To consider approaching Landsend as a start. HG has a contact there. **Action: RK to pursue this and to discuss this further at next meeting and also approaching the Council with a view to increase recruitment.**

Network Meeting - Janice Strand has sent a letter re: TAT running at a loss as an amendment to the Trust's proposal as fees were not to be increased in line with inflation and RK has a copy of this letter. Leicester and Rutland Network need Committee members or will fold. RK is standing down from this committee in February and was the minute taker. Meetings are twice a year.

There is a vacancy for East Midland's representative to the national TAT.

Ros attended an uninformative Zoom meeting re: the TAT development plan currently in place as their plan needs rethinking as fees will not be increased as expected. They will be improving communication and intending to produce a report to detail their spending.

### Treasurer's Report

The Treasurer's Report was sent out in advance. We are 100 percent compliant. All details are available on Google drive which we are all able to access. All mandatory expenditure has been paid and all discretionary fees are in hand and within budget. Social events were successful last year and they will start with the same amount this next year as last. November Victoria Hall attendance was 93. Two thirds have free tea/coffee. Membership 687. BB to run in parallel Beacon Finance and current system to ensure that it produces what we need. This should make it easier for future folk to take on the role of Treasurer - much more support. LM/JB will not record onto Beacon anyone who joins from January. This means that the reconciliation of the accounts for subs and what Beacon says for subs will be identical. Suggestion that folk who pay by cheque pay 40p extra to offset the cost of cheques being processed. There is availability to use mail merge to send different messages to those renewing - by bank transfer as usual and those 100 or so who renew by cheque - to add 40p to their fee and encourage them to try on line transfer and offer guidance and say that a card reader will be available to pay fees at monthly meeting. The card readers are used securely. Langham Affiliation fee - paid by Ru3a for Tai Chi. Now English Country Dancing will meet there too and there was a question as to whether they are included and David Webb, the Booking's Clerk, seems to have confirmed that both groups will enjoy the discount. HSBC bank in town closing 20 June 23 and BB suggested that we stay with them. He pointed out that other banks and Post Office cannot cash cheques for members who don't belong to them if they want to pay by cheque. DC pointed out that it is very difficult for certain members who pay by cheque and don't come to any meetings. BB has a mobile business app to photograph cheques but it is time consuming. **Action: DC could familiarise herself and use a card reader. Insurance cover - HG to take this on.**

### Speaker Secretary

Sound had faded for one of the speakers and WA has been advised to get rechargeable batteries to prevent this happening in the future and **Action: RK will recharge them ready for January meeting.** Various bits of equipment had been altered and **Action: RK to ask Cara if Pete and WA or RK can go into the Victoria Hall to make sure that the system is working properly.**

### Membership Secretary

MS has an email from JB who has the Membership laptop to take over from January. She has access to the email account. JB is de facto the Membership Secretary.

## Groups

Currently 74 groups and 2 new groups having initial meetings in January - Astronomy and Film/Cinema Appreciation. February Groups' Meeting - Jill Harris of Oakham Arts Society to speak. John Wilson (indoor bowls) and Elaine Huq (Family History 2) have vacancies and already said they are coming to wave pennants. HG has advertised via Facebook 'Booster'. There will be a welcome for new members. DC to sell tickets to Hairspray. MS will walk around as "IT expert" in a sash. **Action: MS to ask SM to do the same.**

## Social Secretary

Successful. DC felt that the staff at Barnsdale Lodge didn't look as smart as usual for the Christmas meal. They weren't intending to serve tea/coffee and mince pies and well done DC that she stood her ground and explained that we always have these. They are undergoing refurbishment and creating a new banqueting area. **Action: DC to speak to Connie and investigate other venues locally. DC to advertise Hairspray via newsletter and HG via Facebook.**

## Data Protection/Safeguarding

PAT testing - BB to record equipment PAT testing on the Asset Register. **Action: HG to work with BB to make changes from BH's PAT testing list to update the Asset Register.** Cables to be checked as well as items of equipment. We need to arrange a time when someone comes in to do PAT testing.

## Digital

Barclays Bank representative cannot come to January meeting to talk about the Digital Eagles Initiative on Health and Technology - to help members to interact with GPs and hospitals. SM and MS have drafted a survey for members and BB will assist to get this online. They have also been to national u3a re: potential liabilities if we were seen to give advice and there were any adverse results and ok as long as this is an educational tool. This may help folk doing more online. MS has put disclaimer onto the Ru3a website that we take no responsibility for external links. Discussed re: good to have a post box for physical post? VAR moving to business park and possibly we could make an arrangement with them. **Action: RK to ask Cara re: accepting post for us at The Victoria Hall?**

## IT

In principal Beacon could enable group leaders to manage their own group. The website has been restored in a more up to date position than they originally said but all the photos, linked documents, etc had to be put back up. MS has gone through it and will remove old documents e.g. Rutland Roar. MS has asked for reassurance that the website situation couldn't happen for Beacon. November national newsletter have come up with the new name of U3A site works for the platform they will start implementing next year. At the moment there doesn't seem to be any plan to assist with the migration of our information to the new website and we could do with empowering a small team to see what they are offering and what design of website we might want. Word Press may give us more flexibility re: how we structure our own website. MS working with BB on the financial side of Beacon and need to look at the recording of new fees. **Action: MS and BB. MS will review Beacon support situation. MS can do an initial demo with DL so he can gain access to Beacon.**

## Secretary

Insurance - a feeling that if a non member attended a group meeting, none of the members were covered by insurance. HG checked and asked for clarification. If a non member does attend this won't negate insurance for the members but they might well increase our insurance premiums if we make a claim. They accept that people can come to a meeting for a taster. A carer is covered. A spouse or partner or grandchild, etc. shouldn't come. **Action: HG to clarify in the newsletter.**

## AOB

A comprehensive Finance Policy document has been created by BB with appendices. **Action: All to read this policy between now and 31 January and to respond to BB in order to enable him to make amendments.**

Next year who will be Chairman of Ru3a? **Action: All to think who this could be and also if anyone could be a Vice Chair.** Currently DL will lead a monthly meeting if RK is unable to attend.

#### **Advertising**

We are on Rutland Sounds and in local free magazines. Is the Ru3a ever represented in the Rutland Active magazine or equivalent? We should be using the local press.

**Date of next meeting: 10 - 12 on Wednesday 25 January 2023.**