

Rutland u3a Committee Meeting

5th July 2022 Wisteria Hotel,10.am

Present

Ros Kenny(RK)Hedley Greaves(HG)Bob Bennett (BB)Bryan Howard(BH)Diane Case(DC)Sue Morecroft (SM)Janet Bilby(JB)Mike Shea(MS)

Apologies

Wanda Allen,Sharon Pratt,Lucy Marsland,David Leary

The chairman opened the meeting and welcome JB to the committee.

Minutes of the meeting on May 26th 2022 and of the AGM 9th June 2022

MS asked BB for clarification of wording of paragraph regarding the 40p that some members had added to their cheques for subs.I t was agreed to change 'none' to 'anything more than' Minutes accepted as a true record and signed by the Chairman.

Matters Arising

AGM it was agreed that,in future,members of the Committee would propose and second motions before being put forward to the membership for a vote.HG will write an Aide Memoir for the next AGM regarding these procedures.

BH questioned the ability to ask questions in open forum before the membership votes remotely.

To consider this at a future committee meeting.

Appointment of Positions on Committee

All Committee Members will continue in their roles for the coming year.

LM has to retire at the end of the current year.This is the most crucial role to shadow this year.JB will shadow her to learn more about the role of membership secretary.

A successor to Chairman will be needed.

HG commented that no one has responsibility for a Health and Safety.The Committee will look at risk assessments on TAT website and we will address this at the next committee meeting as SP not present today and as Groups Secretary she has a role to play in this.

It was agreed to co opt David Leary on to the Committee and HG will ask him if he is interested in shadowing BB (Treasurer)

Chairman's Report

She had attended The Network Link Meeting (national via Zoom) on June 22nd.

TAT are in process of setting up subject networks for inter u3a support.

An online learning PDF is also in development.

Our Network offers peer support groups for Webmasters and Newsletter compilers.MS interested in Webmasters.RK to give him Coordinator's contact details.

Break out rooms talked about Burning Issues:- Most u3as have the same problems,namely attracting Committee members,members being happy to take advantage of groups etc but not happy to volunteer,getting members back to meeting in person.Lots of discussion ensued but

no answers!

Chairman to put article by founder of u3a, Eric Midwinter, about ethos of u3a on notice board at next monthly meeting.

WA had asked RK to put forward that we plan our committee meetings well ahead (preferably for a year ahead).

All the committee agreed this was a good idea, MS asked about the possibility of producing an on line calendar, HG will look into this.

Treasurer's Report

Written reports circulated prior to the meeting.

Rolling cash reserves are increasing year on year. Our balance is very healthy.

The treasurer would like to buy a shredder as documents over 6 years can be disposed of. All agreed. Also agreed to purchase a fireproof box to store vital documents.

Papers to be transferred to Victoria Hall for secure storage. JB enquired about security and informed that there are named key holders, a locked immovable cabinet in a locked room.

Accounts, Statements for group leaders to be discussed with those directly responsible (JB, SP, LM and DC).

MS sought clarification about reserves associated with groups eg table tennis. These are carried forward year on year and are part of our general reserves not extra.

BB explained flow chart re u3a Transactions.

Speaker Secretary

RK spoke for WA

Speakers in place until December 2023.

WA had asked for budget to be clarified and a rough figure of £1400 a year was agreed (travel expenses to be paid on top of this)

To ask WA to put all speaker programme onto website to encourage attendance at monthly meeting.

HG suggested offering free refreshments to members at monthly meeting. All agreed. RK to talk to Claire Kavanagh re this.

RK To record attendance figures in future.

Membership Secretary

Membership now 634.

Groups Coordinator

No report

Social Secretary

Looking at possible future events but worried about numbers of members wanting to participate.

Ad Hoc dining has had 12/13 attendees.

Pétanque only 7 so far-DC will talk to the owner of The White Hart in Luddington to find out minimum number required as loathe to cancel. MS suggested DC contact leader of pétanque group (Michael Gillon) to see if he can help increase uptake.

MS brought up question of financial aspect of social events as one event had to be cancelled due to lack of interest, although this was at the start of people socialising again post Covid. It was agreed to cancel only in extremis and to swallow small losses as it tends to even out over the year. The Social team have a surplus of £400 carried over at the moment which is available to offset a deficit.

Social team looking at possibility of visits to Calke Abbey or Belvoir Castle, will do an expression of interest list for these.

10 expressed interest in Canal Boat trip.

Thinking of low cost options, DC will approach Sheri Evans as she has run a quiz in the past.

JB suggested local attractions eg Barnsdale Gardens, Picnic at Rutland Water.

DC and team will look into options.

Data Protection

BH gave an update on GDPR responsibilities to committee.

(written report attached to be provided)

Digital Inclusion

New Bank Manager at Barclays is keen on carrying on with classes there. SM to meet with her to finalise arrangements.

To give her an opportunity to address the members at October meeting.

Longhurst group no longer offering advice to elderly in Rutland. Age UK is going to recommence meetings at Oakham Library on Thursdays as they have new funding.

IT

MS has arranged google e mail accounts for group leaders.

Demo system for Beacon now in operation.

This uses fictional data and can be used to try systems out or for trading purposes.

New committee members JB and DL to have induction and training with IT team. Also refresher training for all committee members can be arranged.

Beacon's own user guide is very clear.

Group leaders to put own data onto website. MS happy to approach group leaders to see if any need help with this.

Secretary

AGM aide memoir to be produced.

Also to include information on virtual voting.

IT team will be manager of this and will facilitate changes on request etc so that successors in posts will have access.

Following question at AGM, Financial Policy Document (last reviewed 2018) will be updated. BB has this in hand.

Trustee Liabilities

As long as we are doing things correctly we are covered. All Committee Members are on Trust's website.

Group Leaders pack has been reformatted.? To put into PDF form to facilitate availability.

CLA education licence is due for renewal. HG will authorise BB to pay this (£60) and to obtain paper copy.

JB asked about PAT testing of equipment brought into venues by members and who gas liability for testing.

HG will check that it is the owner's responsibility to have equipment PAT tested.

AOB

BB

1. To publicise Facebook page in Newsletter. HG will do this.

2. To furnish links to website, Facebook etc in articles in Newsletter. RK to ask newsletter editor re the creation of a hyperlink.

3. Facebook. To use events tab to publicise events.

MS will look at possibility of having Facebook hyperlink on u3a website.

4. BB will talk to groups Coordinator (SP) re possible use of prepayment card for country dancing to release i zettle machine for other uses.

5. Loyalty Bonus for members

Renew membership next year for £1

New members will still pay £12. BB suggested it would be possible to offer a sliding scale for membership fee eg joining on March 1st it would be full £12 reducing by £1 per month as year progresses.

This would reduce our reserves to approximately £10,000 as opposed to increasing them to £16,000 if we charged full rate to existing members. We would need to check that Beacon can handle this.

This was unanimously agreed in principle.

Date of next meeting

TBA but in approximately 6/52 time. RK to e mail committee with possible dates.

Meeting ended 12.30pm

