

SOUTH LAKES U3A

Minutes of the Committee Meeting held on June 13th 2023 at 10.00am at Abbott Hall Social Centre

- 1 **Present:** Samantha Ridgway (chairing), Chris Guy (assistant secretary), Jeff Hickin (new treasurer) ,Derek Ridgway (assistant treasurer and monthly meeting organiser), Cath Sharpe (membership secretary), Ann Quintilla (newsletter editor), Colin Edwards (Beacon), Peter Bunney (website manager), Anne Urquhart (minute secretary) , Mavis Crawford (proposed new secretary).

Samantha Ridgway welcomed Jeff Hickin to the committee as treasurer . Mavis Crawford was introduced as potential new secretary, introductions were made and Mavis Crawford was co-opted onto the committee unanimously. Both have been given forms to complete for the Charity Commission and TAT.

- 2 **Apologies for Absence:** Martin Douglas, Pat Dalzell

- 3 **Minutes of the last Meeting held on May 9th 2023:** Approved.

- 4 **Matters arising:** Item 4 : Ann Quintilla reports that she has had no feedback at all regarding the paper newsletters being stopped. Ian Cunningham (distributes the paper newsletters) needs to be contacted and thanked for his work over the last years, also informed that if he is aware of anyone who genuinely is unable to access email or the website for newsflashes, a member of the committee may be prepared to print and get them out if Ian is unable to do that. **Action CG**

Samantha Ridgway suggests having printouts of newsflashes on the Notice Board at monthly meetings. The logo on the notice board is out of date and needs updated. **Action SR**

Item 13 ;cancellation of automatic subscription to Third Age Magazine as decided at the AGM. Chris Johns needs to be contacted and instructed to stop further TAM orders, the next period of submission is between 31/7 and 11/8 and will be for September's magazine. **Action CE**

- 5 **Correspondence:** Samantha Ridgway has a letter from the chief exec of TAT, reminder that national u3a week is 16-24 September.

E-mail communication within the committee has been erratic recently, the 34SP server which hosts the southlakesu3a.org.uk domain (and hence supports any mailbox that has an address x@southlakesu3a.org.uk.)

has been rejecting emails and replies. There was a long discussion and investigations will be done

Action CE

- 6 **Finance Report and signatories:** The financial report was circulated in advance . The new treasurer has had no formal hand - over yet. New signatories for the account are not yet in place. Jeff Hickin has the relevant forms. *Action JH /DR*
- 7 **Membership Report:** A few new members on reduced rate, nil to report
- 8 **Vice Chair Report:** There were only 4 replies from coordinators to the request in March for updated group details. Samantha Ridgway has repeated the email but still has only 20% of group details, with a deadline of this week. She will contact every group personally, or with other committee members' help, to attempt to get an updated data base, compliant with General Data Protection Regulation (GDPR) , ready for publication of the annual handbook. *Action SR*
- 9 **Beacon Update:** Colin Edwards is developing electronic printable membership cards in time for September's open day. *Action CE*

There are a number of 'Zoom' TAT meetings for committee posts, but Colin Edwards has been unable to promote these for members as the sessions fill up so quickly. Derek Ridgway reports that he attended a very useful face to face training session for treasurers, and Anne Urquhart and a number of other coordinators attended a coordinators 'Zoom' Beacon training session which was informative. The u3a also has a face-book 'lets talk tech' monthly 'Zoom' to discuss technical issues.

- 10 **Newsletter Update:** Ann Quintilla has been unable to access the u3a credit card to renew the Microsoft account and is having to use her personal computer which is not ideal, treasurer to assist with payment for microsoft 365 *Action JH*

Discussion of format of annual handbook and inclusion of a name ,telephone contact and email so that potential new members can make enquiries. GDPR was again discussed, emphasising the importance of not publishing names and addresses except to members, so a handbook used for promotion must not have any personal details included. Members can safely access info from the members' area of the website, which complies with GDPR, /be provided with a separate paper list annually,/there could be a printed version of contact details of groups at the monthly meetings. One suggestion is for a dedicated mobile phone to take messages for rotating member of the

committee to monitor for enquiries, and an email '...@slu3a' could be published which preserves privacy. Colin Edwards feels that the handbook should not need a telephone number as potential new members are likely to be in the younger age group and will have internet access. He wonders if a 'membership enquiries section' on the website would be a way forward? Eg the page used to contact specific committee officers could be extended to include a box for 'Membership enquiries' and perhaps 'General enquiries' fielded by an appropriate or rotating person. He will enquire what other large u3a groups do, **Action SR/ AQ/ CE**

- 11 **Website Update:** Peter Bunney states again his intention to resign as website manager due to continuing health problems, the website would be simple to hand over to anyone with basic IT skills. Samantha Ridgway thanked Peter for his efforts and expressed appreciation for his continued input. Ann Quintilla to prepare a newsflash with a job description seeking a replacement. The website can be changed by anyone with Peter Bunney's permission. **Action AQ/PB**
- 12 **Monthly meetings:** Derek Ridgway confirmed no meetings until September. Castle Street Centre booked (3rd Wednesday monthly) from September to March, speakers arranged. Ann Quintilla needs a list for handbook. **Action DR**
- 13 **Open morning:** Town Hall booked for am 6th September 2023. Chris Guy has Cath William's notes from last year, she will contact town hall, and all coordinators to assess who needs what spaces. It became apparent that this planning took the secretary most of the summer last year; discussion about how to reduce workload, included giving coordinators one fixed and firm deadline. Colin Edwards reminded the committee that dignitaries used to be invited to the open day. The committee felt that was not required. An advert in the gazette was proposed; this was tried last year and was unsuccessful. **Action CG /MC**
- 14 **AOB:** Difficulty finding user name and password for the website member's area, this used to be in the newsletter. Suggestion to add it to the newsflashes as a permanent item similar to charity number, and it could be incorporated into the membership card **Action AQ/CE**

Chris Guy discussed need to update records and forms to include the new committee members **Action CG/MC**

Meeting closed 11.30

Date of next meeting: July 11th 2023

10am at Abbott Hall Social Centre

Glossary of abbreviations.

u3a	university of 3 rd age
TAT	Third age Trust
TAM	3 rd age matters, the TAT magazine we have just stopped as default for all members
Beacon	the web-based email system used by many u3a groups nationally, which allows a dedicated and secure means of email communication, particularly so that office- holder email addresses can be simply transferred to new office holder (eg Ian Powell as previous treasurer, passes on his 'treasurer@ slakesu3aetc' address to new treasurer, similarly Cath Williams's 'secretary @southlakesu3a etc' will pass to new secretary. This means that Cath and Ian should not receive emails that are no longer relevant to them.
SLu3a	South Lakes u3a
SLu3awebsite	https://u3asites.org.uk/south-lakes/home
GDPR	General Data Protection Regulation
Newsflash	emailed news alerts as necessary, not regular.
Handbook	Annual paper booklet available to members and public in September .