



Committee Meeting 18th January 2024
held at
10 Mayfair Drive Spalding

Present

- Rosemary McClements- Chair
- Mel Gordon - Vice Chair
- Sue Morris - Secretary
- Jane Davis – Group Coordinator
- Barbara Charity – Beacon Administrator
- Bernice Adcock – Speaker Finder
- Dawn Kent – Treasurer
- Heather Girdlestone – Membership Secretary

No.	Item	Action
1	Welcome and Introductions The erstwhile minute taker Lorraine Lenton has relocated away from Spalding. Secretary henceforth is responsible for producing minutes. Lorraine's valuable contribution was recognised and a book token (£10) was sent to thank her.	SM
2	Apologies for Absence None – all present.	
3/4	Minutes of Committee Meeting 27 Nov 2023 – matters arising. Printer has been replaced as it was intermittently faulty and furthermore could not be reassigned to HP Instant Ink supplies service. The new printer is registered under a generic Spalding u3a username to futureproof change of committee personnel. After the introductory bundled offer of free ink runs out in July 2024, the Instant Ink service will cost £10 per month for 300 sheets per month. Minutes signed off by Chair.	RMcC
5	Sign Off Remaining Policies Chair took amendments from assigned proof readers and signed off all remaining policies. Chair was thanked for her hard work in drafting the policies. Next review date for all policies is January 2027. Website administrator to be asked to upload all policies as well as the amended Code of Conduct. Equality, Diversion and Inclusion: committee members expressed concern about insufficient knowledge of issues pertaining to this policy. Chair will investigate online training for herself and cascade information.	SM RMcC
6	Chair Report <ul style="list-style-type: none"> • Success in securing volunteers for various roles in monthly meetings. • Procurement of resources for monthly meeting ongoing – no issues. • Publicity: monthly meeting writeups now live on website. November meeting published in The Voice; January meeting submitted. Liaising with History Group re writeup re Spalding's Tudor history – ongoing. 	

	<ul style="list-style-type: none"> Updated Code of Conduct now live on website; to be issued to whole membership at renewal. Insurance Policy – u3a national insurance provides adequate cover. Chair’s Forum: next meeting is 22 Jan – will report. Rotary Concert 3rd March – see item 13 Other Business. Group Leaders’ Meeting – see item 13 Group Co-ordinator Report. 	
7	Publicising non-u3a events to members It was agreed to publicise certain non-commercial events on the website if the events were judged to be of sufficient interest to a wide cross-section of the membership. Website administrator to be asked to create a new website page with a link to the event and a disclaimer about branch responsibility for accuracy of third-party information.	SM
8	Treasurers Report Latest accounts were presented and explained. No arising queries. The current healthy surplus created in part by the pandemic is gradually being eroded and the committee recognises that membership fees may have to rise in the fullness of time. The u3a national office has confirmed that per capita fees are not scheduled to increase in the near future.	
9	Speaker Finder Report The possibility of May local elections preventing the use of Surfleet Village Hall was flagged. Spalding United Services Club could be used as an alternate venue. Speaker Finder to contact local council for clarification. A representative from u3a National Office may attend the May meeting as the subject – Neurological Aid device for Parkinson’s disease – may be of interest to u3a members nationwide. Following committee observations and feedback from members, from September 2024 the monthly meeting format will change to refreshments first, then speaker. The idea of a hog roast for members was rejected as being too costly. A venue larger than Surfleet Village Hall to allow for the seating at monthly meetings to be around tables as opposed to in rows was discussed. Alternate venues to be investigated.	BA RMcC
10	Report from Social Events Group (note the new name) The diary of new events is now full for 2024 with at least one event per month planned. Details to be circulated to all members via email and published on the website. The treasurer agreed to undertake the increase in workload this will entail vis a vis collection of fees from members, payment to venues etc. The committee expressed excitement and gratitude on behalf of the membership to Mel as Chair of the Social Events group for the diversity of events planned.	DK
11	New Members Report The January meeting for 8 new members held at Bookmark café in Spalding was deemed a success. Heather will inform the committee in advance of the date of subsequent meetings so they can attend and meet new members. It was felt that data re attendance of new member meetings, as well as monthly meetings, social events etc. could be collected and analysed to inform future decisions. Vice Chair agreed to do this. Following feedback from members, the treasurer will send out new membership forms in both Word and PDF formats.	HG MG DK

12	<p>Group Co-Ordinator Report</p> <p>New Groups: Both Art Groups are up and running effectively, as is the Parler Français Group. The Sunday Lunch group needs leadership now that Jane has got it going.</p> <p>The recent Group Leaders meeting raised several issues – Jane will merge her notes with Rosemary’s which were circulated to all committee members on 15/01/24. Items discussed in the interim:</p> <ul style="list-style-type: none"> Continued non-attendance at groups without notification of absence: it was agreed that group leaders should talk to offending members to highlight that this is bad practice, as there may be a waiting list to join the group. The wording of emails to members re upcoming meetings should make it clear that members should inform the group leader whether or not they will be attending. Jane to inform leaders. Inclusion: transport is the biggest issue. People are offering! Chair will encourage members, via next monthly email, to get in touch with group and/or event leaders if transport is an obstacle to participation. Publicity: Groups to be encouraged to publicise their activities. This can be via an occasional article in the newsletter; on the website; or via Facebook. A recent Facebook glitch preventing posting by members was highlighted. Mel Gordon and Sue Morris are now account administrators in addition to Jane Davis and Frank Wilson. Groups Fair – pencilled in for the August monthly meeting. To be publicised to non-u3a members. Venues larger than Surfleet Village Hall to be investigated e.g. Spalding Grammar, Spalding High and Springfields Events Centre. <p>Jane gave notice of her intention to resign as Group Co-ordinator at Easter 2024.</p>	<p>JD</p> <p>JD</p> <p>RMcC</p> <p>MG</p> <p>RMcC</p>
13	<p>Other Business</p> <ul style="list-style-type: none"> Beacon Training – new dates to be released on 24/01/24; Barbara will pass on information. Places go quickly so Barbara encouraged speedy booking! Rotary Concert: Sunday 3rd March 2024 18.30 at South Holland Centre. This is a free concert. Chair advertised at the January Meeting and will repeat in February. 43 members expressed interest. Max capacity 350. Limited wheelchair places. It was agreed to hand out A5 flyers to non u3a attendees. Mel to design and Sue to print. Non-email members (9 in total to date): an informal buddy system was set up at the Group Leaders’ meeting to reduce production and postage costs. ICE (In Case of Emergency) cards: Mel to order 500 at a cost of £56. Dissemination at monthly meetings and via group leaders. Mel will write an explanatory article for the next newsletter. Templates for u3a written correspondence – Sue to download from National website and distribute. 	<p>BC</p> <p>MG SM</p> <p>MG</p> <p>SM</p>
	<p>Date of Next Meeting</p> <p>10am on Wednesday 13 March 2024 at 12 Bowgate, Gosberton PE11 4ND</p>	

Signed _____
Rosemary McClements, Chair

Date _____