

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Tuesday 9th October 2018

Present: Anita Floodgate, Chairman
Janet Cruttenden, Secretary
Lyn Gray, Groups Co-ordinator
Committee Members:

Brian Orton, Treasurer
Colette Bentley, Speakers' Secretary
Brian Hemmings, Webmaster
Deanna Hoile, Nicola Godwin, Richard Thomas

- 1) Apologies for Absence: John Freeborn, Jennie Leech
- 2) Minutes of the meeting held on 12 June 2018
The minutes were adopted and signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising
 - 4 Newsletter format and printing and fulfilment costs Indigo Ross quote in, second company gone into liquidation. Jill Holt happy to fulfil Su3ans and has a friend to help as back-up.
Bring to committee if position changes.
 - 5 Light weight projector – Jennie checking whether library happy to hold. Possible other alternatives: Harcourt Powell or Institute (AF); Pam Hunter (JC). Brian H looking at possible calendar booking system on website for selected members (BH)
 - 5 Receipt and discontinued receipt of TAM (JF/LG) – **Actioned**
Benefits not allowed under Gift Aid subscription (AF/BO) – Draft e-mail passed to Lyn for mailing out. **ACTION: LG**
Contact of members who belong to another U3A (AF/JF) - **Actioned**
Insurance cover at Rugby Club (AF) – **Unable to contact Ruth to date b/f** **ACTION: AF**
Risk Assessment reminder to Group Leaders (LG) - **Actioned**
 - 6 Learning not Lonely booklet – **Actioned**
 - 7 Speakers agreement to share their data (CB) – **ready to Action for 2019/20 programme**
 - 8 Training as a trainee mentioned in Su3an (AF) – **to be Actioned November edition** **ACTION: AF**
 - 9 Removal of non-paid members at end of August (JF) – **Actioned**
Receipt of Su3an prior to Tuesday meeting (JF/BH) – **Actioned**
 - 10 Removal of Su3ans (BH) – **Actioned to 2011 issues**
 - 15 Updating of Chairman's Welcome page on website (AF) – **Actioned**
- 4) Chairman's Report
Previously circulated. Discussion took place on the month-on-month attendance analysis at lecture meetings – why numbers had gone down, were the speakers not appealing to the members, venue, etc. Overall the branch was successful with just under 800 members, over 50 groups and new initiatives. **Conclusion** from the discussion:- there was no particular reason for falling numbers, our speakers programme was varied. We need to keep working to improve what we do especially with new members – new members to be highlighted to Meeters & Greeters who can then show them the 'New Members' table; take them to a seat and introduce them to the person they are sitting next to. More information on the speaker's topic to be included in Su3an and on the website.
- 5) Treasurer's Report
Previously circulated. Brian asked the committee to advise him of anything that may be included in the next budget and suggested that as we were still in a healthy financial position we could increase our outlay on speakers' fees. A figure will be included in the budget for Beacon.

ACTION: ALL

- 6) Secretary's Report
Previously circulated. Brian confirmed that he circulated the Charity Commission News e-mail received by him and the Secretary to the Committee.
- 7) Speakers' Secretary Report
Colette said that the Speaker's sub-committee are looking the list of recommended speakers. The committee suggested that subjects that may be considered were:- social/art/genealogy/women/environmental/ topics of local interest. It was also suggested that after Terry Waite's successful talk John McCarthy might be approached. Speakers vote of thanks were confirmed as:- October – Brian Joy and November Anita.
- 8) Group Coordinator's Report
Previously circulated. Lyn briefly ran through her report. She has received interest in starting two new groups – DNA and a Choir/recorder group. Notice for these will be placed in November Su3an.
ACTION: LG
The Activity Mornings will continue to the end of the year, but to date attendance has been disappointing. Lyn suggested that the AGM could be moved to St Peters due to lack of space at the Rugby Club for Group tables to be set up. The committee agreed to this suggestion. Lyn will ascertain whether St Peters is available on 26 February. If free, she will book it and a change of venue note will need go into November and January Su3an.
ACTION: LG & AF
Helpers for the tea & coffee rota at Speakers meetings has received a poor response and it was also noted less members stayed for refreshments. Anita observed that at least one other U3A had a system whereby the Groups take turns to make the tea. It was agreed to adopt this, and Lyn will send a note to all Group Leaders that from January and on an A-Z rota that 3 members from the Group be responsible for refreshments.
ACTION: LG
At the October Speakers meeting the placement of chairs to encourage members to mingle and stay will be looked at, as well as the movement and stacking of them once the vote of thanks has taken place.
ACTION: ALL AT RUGBY CLUB
- 9) Membership Secretary's Report
Previously circulated. John was not present and there were no questions on his report. A query was raised why new members could not pay by BACS rather than send in a cheque with their membership form. It was also noted that neither the new or existing forms had a BACS payment facility. Brian said the membership number needed to be tied into any BACS payment, but he will speak to John on this subject.
ACTION: BO
- 10) Webmaster's Report
Previously circulated. No comments.
- 11) Communication
Jean was not present at the meeting and did not have anything to report.
- 12) Network Matters
At Lyn's last meeting as Chair, committee members Anita, Colette and Richard, together with Rod Gray will bring to the meeting our 3 success stories:- Group Leaders Workshop, Activity Mornings and Members Coffee Mornings.
- 13) Beacon Management System Report
On hold until further communication received.
- 14) Regular consideration for a second monthly meeting
Not necessary at present but to be kept under review.

15)

AoB

30th Anniversary Celebrations

A steering committee needs to be formed.

ACTION: B/F December meeting

Disposal of non-functioning projector and outdated PC

The committee agreed to the disposal of these items. The PC hard-disk should be cleaned of all data.

ACTION: JC

Holiday Request

The Chairman had received for the committee's approval a Just for Groups holiday request for a 5-day trip to Northumberland & Edinburgh between 26-30 March 2019.

Committee approval was given to this request and the Chairman signed it off.

16)

There being no further business, the meeting closed at midday.

Date and time of next meeting

11th December 2018 9.45 am for 10 am

Signed Date

Anita Floodgate, Chairman