

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Tuesday 12th June 2018

Present: Anita Floodgate, Chairman
John Freeborn, Membership Secretary
Lyn Gray, Groups Co-Ordinator
Committee Members:

Janet Cruttenden, Secretary
Colette Bentley, Speakers' Secretary
Brian Hemmings, Webmaster
Deanna Hoile, Nicola Godwin

In attendance: Richard Thomas, Jane Crumpton-Taylor

- 1) Apologies for Absence: Brian Orton, Jennie Leech, Jean White
- 2) Minutes of the meeting held on 10 April 2018
The minutes were adopted and signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising
 - 5 Beacon Test Results – to be covered under 13
 - 9 ICE numbers on membership form - Actioned
 - 11 Publisher required by Su3an proof readers – Article Actioned in May Su3an
Richard and Rod had offered but Jean had spoken to Mike Marsh and he was prepared to proof read Su3an for the time being
 - 14 Reduction of Reserves
Brian O had contacted Go Start to ascertain cost. There was a need to establish demand for a service from Long Melford and central Sudbury.
Brian was to be asked to place an article in Su3an. Brian H would place a piece on the website Noticeboard. Anita would mention at the monthly meeting. It was suggested that this service should be free of charge. This suggestion should be placed before the Treasurer for his thoughts.
ACTION: BO/BH/AF
- 4) Chairman's Report

Previously circulated. Janet & Ian Cruttenden had offered to attend the National Conference in Nottingham at the end of August and a booking would be made. Anita said her list of helpers for RUG were time limited and more volunteers were needed. Lyn said perhaps we should ask for help for specific initiatives. Indigo Ross had taken over the running of Deltaprint and **the committee agreed** that quotes from a couple of local printers should be obtained for printing Su3an to compare against Indigo Ross' charges. Lyn suggested that at a future date we obtain a quote for direct mail.
ACTION: AF

Anita urged the committee to view 'U3APlus' from the Resources link on the National website and asked that the committee or any members they may think would be interested in taking the role of giving advice and help to those with any impairment.
ACTION: ALL
- 5) Treasurer's Report

Previously circulated. The committee had no comments on the reports circulated. Jane and Richard confirmed that they were happy for Committee members to see their e-mail address. An approach has been made by the Group Leader of French beginners for a light weight projector. This could also be used for the Science & Technology meetings. A decision to be made as who should purchase, how much the committee are prepared to spend and who will hold for access to groups.
ACTION: NOTE TO BO

6) Secretary's Report

No report had been circulated. Janet confirmed she had nothing to report.

7) Speakers' Secretary Report

Colette confirmed that Brian H had added additional information relating to the speakers' monthly meeting on the website and Su3an will also include extra information. Speakers' vote of thanks through to November 2018 meeting

June	Colette
July	Peter
August	Anita
September	Colette to approach Martin Barrett
October	Lyn
November	Anita

ACTION: CB

Discussion took place on the feedback to speakers and that every 6 months we have to rate their talk. Under the new GDPR we need to ask if speakers are happy for us to recommend them to other U3As. BH suggested that on the payment receipt speakers sign, a note is included that they give permission for their names to be passed on to other organizations. The committee welcome feedback on speakers from meeting attendees, either verbally or in the comments book.

8) Group Coordinator's Report

Previously circulated. Lyn briefly ran through her report. A brief report on the Group Leaders Day has been sent to Group Leaders who were unable to attend. She and Jenny are planning group visits with the newest groups first. It looked as though a Croquet Group may be formed after a couple of trial afternoons at the Club. It was still uncertain whether a Carpet Bowls Group could be formed – a note will be placed in the next edition of Su3an.

ACTION: LG

Jenny and 2 Group Leaders are on the steering group of the Activity Morning and arranging the programme. Lyn asked for helpers to set up from 9 am and all helpers to wear their yellow polo shirts. Jane confirmed she was happy to help as a steward on 25 July. Brian was unaware of this new activity and it was therefore not on the website. Lyn will provide Brian will details after the 13th. She will mail Group Leaders with information on the Activity Morning when reminding them to check membership cards and made their half-yearly financial return.

ACTION: LG/BH

Lyn brought the committee's notice to Suffolk Day on 21 June when our U3A painting group will have an exhibition on Market Hill. Brian to place on the website.

ACTION: BH

9) Membership Secretary's Report

Previously circulated. John reported that of the 815 names on the database only 599 have renewed, this is a drop of 25%. A discussion took place as to some possible reasons and solutions. Group Leaders will be reminded to check membership cards. Members may not realize their renewal is not from date of joining. Less printed Su3ans being sent out could mean not seeing the membership renewal form so readily. Lack of PC skills to find the form on the website. Lack of reminders to those not renewed. John had reminded speaker meeting attendees to renew, if they had not already done so and to remind others they knew.

It was agreed that John would mail Anita the list of members who had not renewed. She would sort into manageable groups for each Committee Member to ring 10-15 people. A short briefing note on points to cover to be provided.

ACTION: JF/AF

John confirmed new membership forms asked for an ICE contact. The current membership will not be affected until 2019 when details will be held on Beacon and access rights have been agreed.

10) Webmaster's Report

Previously circulated. Brian said it had been a busy period with a new Polices tab and the information for it being added. He reiterated that the website was only as good as the information it contained, and he urged the committee to send him information and advise when to take remove it. He would like a current photo of the committee for the website. The committee read with interest the website 'hits' spreadsheet.

Brian brought the Just Talk campaign which is holding at meeting on 28 July at the Christopher Centre to the committees' attention. Lyn said that this was just one area of the things that would be covered at the Activities morning.

11) Communication

Jean was not present at the meeting and did not have anything to report. There has been no further movement of securing a Deputy Editor.

12) Network Matters

Lyn said a free workshop, including lunch, on U3A financial matters is taking place 17th of July at "The Space" Round Tree Way, Norwich, NR7 8SQ. She also mentioned her last meeting as Chair on 12 October at Haverhill. At the afternoon workshop each U3A will bring up to 5 success stories to share and discuss.

13) Beacon Management System Report

Progress is fairly slow, but Richard is now up to speed and he and John have ensured that all information on the database is correct. They are working with Richard Neville to get the data ready to send to the Beacon Migration team who put it through an automated system for checking and correction which could take up to 2-3 months before it is ready for migration.

14) Regular consideration for a second monthly meeting

Anita stated that there was a two-folded purpose for using St Peters for the Activity morning in that it may be possible to use as a second venue for the speaker's meeting in the future.

15) Use of reserves to provide food at November monthly meeting

The committee agreed that the Rugby Club venue was not conducive to members bringing a plate considering the layout and limited space for tables. It was agreed that this year attendees at the November meeting will be offered sausage rolls, mince pies and mulled wine free of charge.

16) Response to Third Age Trust Strategic Plan Questionnaire

The committee agreed responses to the strategic questionnaire and the secretary undertook to send these through electronically prior to the deadline. **ACTION: JC**

17) Members' Items/AoB

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

Date and time of next meeting

14th August 2018 9.45 am for 10 am

Correction to Item 13- Beacon Management System Report

Richard stated that he is now up to speed on Beacon - having reviewed the web site and had a discussion with Richard Neville, our Beacon contact. He has also met with John Freeborn to acquaint himself with the existing membership system.

Over 200 U3A's have migrated to Beacon and a new migration system has recently been launched.

We have the option of migrating our data to a new format ahead of submitting it to the Beacon team; or sending existing files and the Beacon team can work with those. Given our combined level of IT skills, John and Richard favour the latter approach.

The migration process takes two or three months and it is our decision as to when we initiate the process.

Signed Date

Anita Floodgate, Chairman