

# SUDBURY GROUP OF THE THIRD AGE TRUST

## Executive Committee Meeting Minutes

Tuesday 11<sup>th</sup> April 2023

**Present:** Brian Orton, Dorothy Beal, Tony Lee, Ian Mathews, Richard Thomas, Bruce Clegg, Brian Hemmings, Nicola Godwin, Anita Tuddenham, John Freeborn

1. **Apologies** – Jennie Leech, Colette Bentley.
2. **Minutes of 14<sup>th</sup> February 2023** – approved and signed by Brian Orton
3. 4) **Basil Ambrose Legacy**. A great deal of discussion re this. Some good suggestions have been made. Some too expensive. Waiting for feedback from St Peters c/f BO  
8) **Sale of Carpet bowls** – Lawshall are interested expected they will pay £100 same as we purchased the kit for. CB
4. **Matters arising from 14<sup>th</sup> February**
  - 3) **Google Drive** – we have 15 GB and have used 3.5 GB. Richard passed around a spreadsheet he had made relating to what should be kept and by whom. Tony explained that only recent accounts are on as they would take up too much space. Brian will look for the password to give to Dorothy. BO/TL
  - 4) **First Aid rota** – Ian is having difficulty getting all relevant parties together so it will be May at the earliest. IM
  - 5) **Group Leader's Meeting – 19<sup>th</sup> May**

Jennie's report was very useful. There has not been a good response to invitation so far. 73 invites have been sent out. Around 28 have replied. Jennie to send out invitation again to those who have not responded. JL

The programme is fine.  
RUG to do refreshments. A reminder needs to be sent out around one week before event to remind those that have accepted. JL  
Tony will do a brief talk about holding accounts. TL  
Group Leaders, should be encouraged to plan for succession within their groups so in the event of a leader standing down, taking a holiday or illness a group will continue this will be a topic for the Group Leaders meeting BO

Ian and Jennie have not met to discuss how they can work together to lighten Jennies load IM/JL
  - 8) **Risk Assessments** – For Coffee Mornings and Monthly meetings completed and displayed.  
  
**National Conference 2023** All u3as were asked to give their opinion on a proposed short National Conference limited to 150 attendees. Sudbury indicated that in view of the expense for such a small and short conference a Zoom conference was preferable. That was the majority view and there will not be a face to face conference in 2023.
  - 12) **Support for Groups Coordinator** – to be carried forward. There needs to be someone to be the future Groups Co-ordinator and ideally to work with Jennie for the rest of the year.  
  
Three members at the New Members meeting expressed an interest to serve on the committee, BO will follow up. BO
  - 14) **Gallery** - Bruce has not been able to achieve much yet. He will gather all his pictures and ask Group Leaders to send in pictures with dates and names. BC

**5. Chairman's Report**

**Health Awareness Day** on Saturday 24<sup>th</sup> June 10-3pm, we have been invited to participate and committee agreed based upon using current display boards and sales material to go ahead. Support to help on the day would be appreciated. BO to confirm to organisers. **BO**

**Fire procedures** at the Rugby Club

**C/F BO**

**New Members' meeting** was a success. In future at such events need a register as some came who said they wouldn't and others didn't attend who said they would. Four non members turned up on the day and joined.

Approx 60 attended and 27 completed questionnaires most comments very positive  
A number of members volunteered for First Aid, Meeting & Greeting, RUG, Su3aN Distribution etc. Three said might be willing to serve on committee.  
There was good verbal feedback most members had had good experiences. Two members raised questions relating to members in wheelchairs. They felt that insufficient consideration was given to members in wheelchairs with regard to accessibility to venues and transport to monthly meetings. A request to be placed in Su3an for volunteers for transport to Rugby Club. BO will check about Insurance implications for volunteers using their cars and taking fuel contribution. **BC/BO**

**6. Treasurer's Report**

We have a healthy balance now due to renewals of subscription but income will drop sharply and costs will rise for rest of financial year.

There was discussion regarding the point raised at AGM that we carry too higher level of reserves. It was agreed that the time to review reserves would be later in the year when working on the budget for 2024.

Tony will also talk about finance at the Group Leader's meeting.

**TL**

**7. Secretary's Report**

Dorothy clarified the total number of members to be put on the Annual Return 836 + 6 with dual membership

**8. Speakers' Secretary** – nothing to report.

**9. Group Co-ordinator's Report** – this was sent out to all the committee.

**10. Membership Secretary's Report**

520 subscriptions now received; cards sent out. Richard will send a reminder to those who have not paid. **RT**

He will telephone those without email. **RT**

He will amend the application form as a tick box to reflect any change of address/details. **RT**

A sentence in Su3an will be added to remind members about changes to members address/names/phone/email/ICE etc. **RT**

**11. Webmaster's Report**

Sitebuilder have advised that the u3a will be changing to u3aSiteWorks. We have not been given a schedule as to when we are likely to make the change.

BO asked why the number of hits for Jan, Feb, Mar, April seemed unrealistically high. **BH**

**12. Communication/Publicity**

BC said that there had been several comments regarding the March edition of Su3aN all were caused by lack of space and as editor he has to make decisions that some may disagree with. There had been a severe shortage of space which meant some pieces had been omitted and others reduced in size. BC suggested ways to free more space-

- a) Do we need a full report of speakers? Maybe a shorter precis of meeting, followed by a list of future events? Do we need so many pictures? Maybe front page only half filled

with photo and the remaining half editorial? A list of new groups starting and information about groups needing more members with a sentence about each group? To much content relates to what has happened rather than future events? Committee accepted the proposals and suggested Bruce uses his discretion as to what to include and if to reduce the size of an article. BC

For members who do not have the internet the Su3aN is their only means of learning about activities and news.

b) Hard copies – it was suggested that a few more current copies be available at the coffee mornings for prospective members to read/take away. Members joining are sent a current Su3aN with their membership card and welcome letter. Print to be increased from 140 to 170 copies plus extra copies when events such as u3a Day or Health Awareness are occurring . RT

c) A suggestion had been made by a member that everyone should receive a hard copy Su3aN rather than via email. This would increase the overall cost by around 300%, and depending how many copies had to be sent by post cost would be even higher. This also was not seen as a green option. Committee agreed to continue with current policy for hard copies.

13. Beacon Report

Ian will recommence training in May. IM

Online membership payments, there is an option for members. C/F

Beacon access for prospective members – Ian will send out emails to certain committee members who will only see Group information. IM

Calendar: The tab can have future events inserted.

Ian reminded everyone to use u3a Officers Group for emails to all committee members, remember to press the 'Receive Copy' button to get a copy for your files.

14. Holiday Approval – None

15. AOB – none.

**Date and time of next Meeting: 13<sup>th</sup> June 2023 at 10 am.**

Signed: .....



Dated:.....

13/6/23