

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Tuesday, 8th October 2019

Present: Anita Floodgate, Chairman
Janet Cruttenden, Secretary
John Freeborn, Membership Secretary
Nicola Godwin
Richard Thomas

Brian Orton, Treasurer
Brian Hemmings, Webmaster
Colette Bentley
Dee Hoile

In attendance: Bruce Clegg, Press Officer
Tony Lee

- 1) Apologies for Absence: Jennie Leech, Sue Campbell
- 2) Minutes of the Meeting held on Tuesday, 8th August 2019.
The minutes were adopted and signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising:
 - 4 Event for new Members booked for 17 October. To date 25 accepted out of 150 mailed Social Prescription Flyer - Actioned
 - 9 Drop Box data permissions– **B/F RT&BO**
Telephone reminder to expired members – No further action
 - 10 Facebook presence – Following discussion it was **agreed** not to pursue with a Facebook presence or look into setting up Whatsapp account to contact members
 - 13a Equipment Security at Rugby Club – A lockable storage cupboard has been placed in our area with keys held by four members of the committee.
- 4) Chairman's Report

Previously circulated. Anita said she was a little disappointed at the response to invites to the New Members event and it was agreed that a further invite, slightly differently worded, would be sent out. **ACTION: JF**

The draft questionnaire (previously circulated) to be handed to attendees at the New Members meeting was discussed, a number of suggestions were made which Anita took on board. She will revise the questionnaire as suggested. **ACTION: AF**

It was noted that when attending the monthly meeting some new members felt a little 'lost'. After discussion on how our 'Meeters and Greeters' could become more visible it was **agreed** to look into the purchase of sashes for them to wear. These would be in our yellow and blue colours. **ACTION: JC**

Anita reported that from mailing the Social Flyer to surgeries we had been invited to the Health Centre for an event run by Siam Surgery. Our profile was raised, interest in becoming a member was shown and a lapsed member renewed. Anita has received a letter from Siam thanking us for taking part in the event. We also made the Suffolk Free Press with a photo!
- 5) Treasurer's Report

Previously circulated. Brian asked that thought is given before the next meeting to expenditure next year's budget. Jennie, by this minute is asked to mail group leaders to see if they have any equipment requests. A reminder to be sent to group leaders that there is a computer, projector and screen available for a group's use. **ACTION: ALL/JL for groups**

The committee **agreed** that a Group Leaders Workshop should be held during Spring 2020 and a date will be decided at our December meeting. **B/F**

It was agreed that our Asset Register should be reviewed and amended as necessary at the December meeting. **ACTION: ALL**

Brian then covered the query on the holding account that had been raised at the last meeting. Having contacted the group leader involved he was happy that this account was in order and that in future all monies would be held in the holding account and payments made by the Treasurer.

6) Secretary's Report

Previously circulated. It was noted that although the Rugby Club had been reserved for our February meeting, we would in fact be holding the AGM in St Peters. Anita was dealing with the booking for St Peters and would advise the Rugby Club this venue was not required on 25 February. **ACTION: AF**

7) Speaker Secretary Report

Colette confirmed that her sub-committee were meeting later this month and she should have a draft programme available for our December meeting, having already secured four speakers. **ACTION: CB**

8) Group Co-ordinator's Report

Previously circulated. In Jennie's absence Richard reported he was working with Brian to tidy up group details on the website and that he, Gill Rose and Jennie will be making group visits.

9) Membership Secretary's Report

Previously circulated. John reported there are now 787 paid up members. John said 136 had not renewed with another 24 on the list Brian has done, this includes two group leaders. It was **agreed** that John will send Jennie a list of non-payers in order that she can mail this to all group leaders for them to identify any in their group who were still attending meetings. A renewal form will also be sent for them to print off and hand to non-payers in their group. Jennie to speak to the two group leaders. Attendance at a meeting without being a member voided U3A insurance cover. A notice to be placed in Su3an asking group members to ask others in the group whether they have paid this year's fee. **ACTION: JF/JL**

10) Webmaster's Report

BH circulated the website hit sheet. Brian thanked Richard and Jennie for their help in chasing group leaders for their up dates on the website. Su3an and all other information concerning our U3A is available on the website.

11) Communications

Jean, nor Keith were present. Keith had worked with Jean on the production of one edition of Su3an. Anita will speak to Jean about Keith producing alternative editions of Su3an. **ACTION: AF**

12) Network Matters

The next meeting to be held at Blackbourne is on 25 October and Anita urged committee members to attend because it was a good opportunity to mix with other U3A members in our area. To date Anita and Brian O are attending.

13) Beacon Update

Richard explained the background to the Beacon system for our two members in attendance. He said we had come close to signing up for this system last year and had completed all the necessary work to migrate into Beacon but had held off due to uncertainties over its future and that the finance area had problems while the membership area worked well. Richard said there were 350 U3As now using Beacon with another 100 in the pipeline to sign up by year end. Those already using Beacon would have priority to upgrade. Since then a lot of work has been done towards the Beacon upgrade which is due for release in April 2020.

The question was 'did we wish to revisit'? Start with the existing system, where we were ready to migrate and when the upgrade became available move to that, or wait to see how the upgrade performed? The committee discussed all the pros and cons and after consideration decided that we still had a lot of questions and should investigate further. Anita and Brian will try to find out more information when they attend the Network meeting. Richard to liaise with Marilyn who has offered to give interested U3As an off-site demonstration. The date and time must be convenient for John, Jennie and Tony. Once this has been set any committee member who has an interest may also attend. Should all our queries be answered satisfactorily we would look signing up to the system in October 2020. Anita thanked Richard for all the work he has done on Beacon. **ACTION: AF/BO/RT**

14) Members Items / AOB

Holiday Request—The Committee confirmed their approval to the request for a North Wales Coast holiday between 27-30 March 2020 at an estimated cost of £269 and trip to West Yorkshire between 5-8 May 2020 at an estimated cost of £299.

a. Logistics for November meeting. Members had been reminded in Su3an, at the September meeting and would be given a final reminder at the October meeting to 'bring a plate of finger food' on 26 November. The committee agreed that they would, as well as tea & coffee, provide wine and soft drinks. Glasses and wine (Merlot and Sauvignon Blanc) would be ordered from Waitrose by Janet. Colette will check supplies and purchase any additional plates, napkins and roll of table covering.

ACTION:AF/CB/JC

b. 2020 Refreshment Rota. The new system of groups helping with refreshments was generally working well and it was agreed that this system should continue into 2020 on the planned rota seen by the committee.

c. Anita asked Tony if he would like to attend our next committee meeting and whether he would like to be co-opted onto the committee. Tony had found the meeting useful and would like to become a co-opted committee member. Janet to place on December's agenda.

ACTION: JC

Bruce said that although he had enjoyed attending the committee meetings, he did not wish to join the committee or attend any further meetings. He was however happy to continue as Press Officer. Bruce was asked, as required, if he could place articles in TAM, the National Newsletter which was e-mailed to subscribed members and update the website gallery. Bruce, via Jennie will visit groups to obtain photos for Brian to add to our website.

ACTION:BC

- d. Banner. Those attending the Siam surgery event had noted other organisations had a banner and it was **agreed** that the process to production of this item should begin. Bruce had a photographer in his group, Tony Wilcox, who may be able to take photos. Tony's daughter was a graphic designer and may be willing to design the banner, which would then go to Indigo Ross to produce. Bruce was asked to approach Tony and his daughter to see if they were willing to undertake this work. **ACTION: BC**
- e. New Members Meeting 17th October: AF, BO, JF, CB, NG, RT, NBC from committee to attend, as will Bruce Clegg and David Matthams.

There being no further business, the meeting closed at 12.05 p.m.

Date and time of next meeting

10th December 2019 9.45 am for 10 am

Signed Date

Anita Floodgate, Chairman