

**u3a Sutton Bridge
Executive Committee Meeting**

Friday 19 April 2024, 14.00 Market House, Long Sutton

Minutes of the meeting

1. Apologies for absence : FHT, MR, MN, MM, MSC.
2. Minutes of the last meeting 15 March : approved
3. Matters arising :

Arrangements for Meeting on 7 May at the Market House

SP outlined plans for serving scones, fizz, tea and coffee to minimise movement around the hall and help would be welcomed from 12.30 onwards. Quiz will be on tables and members can use the space to complete membership forms. Answers, prize giving and raffle will follow social time. Details have been sent to Chris for inclusion in the Newsletter, including a reminder that members can bring their own drinks. Registration and admin will be done on arrival with MR and EH collecting completed forms, issuing blanks and ED taking in cash and cheques.

Publicity/posters/flyers

Final tweaks made to PR's poster before printing. It will be updated regularly.

PAT testing

Contact made with Pat Wells at Market House, who will liaise with the electrician to add u3a's portable electrical items to the list for testing.

Speaker secretary

It is now confirmed that Chris Livesey will take over from JS in September. He will be invited to attend Committee meetings from August, officially taking over from October.

Submission of accounts for auditing in July

FHT will contact Mark Rose on ED's behalf to set up the process. ED executing this for the first time and may consult Janet York for advice with procedure.

Beacon administrator

MN is no longer registered on Beacon, not recognised by u3a Head Office and situation needs urgent clarification. PR reports that MN wishes to continue. EH still cannot access Beacon and PR will ask MN to provide new password. Vital that access is up and running for May to deal with membership registrations.

Archery Group status

No progress to report as equipment still in storage. PR will ask Chris to make contact with Ted's family to find out how and when it might be collected.

Membership Form

The 24/25 form is on the website. PR will run off 50 to supply as needed on the 7th.

Suggestion Box

Currently with FHT. Good feedback from members following its reinstatement. Better communication and new Interest groups being created as a result. Badminton well supported already and SM will contact Wendy Dyer, the group leader, to confirm numbers and produce a definitive list.

Seating arrangements for meetings

Pros and cons of different arrangements discussed. A herringbone layout of tables, allowing members to turn chairs to view screen was agreed. The perfect solution may take time to achieve but important that no view of proceedings is blocked.

3 Dads Walking

At 5pm on 7th May, the 3 Dads will arrive in Sutton Bridge and there will be a reception at the Curlew Centre that members might want to join after our meeting. FHT has prepared posters and a donation box will be available at the meeting. Further information will be in the Newsletter.

4. Chair's report : PR will contact WAFF to enable treasurer support for ED re audited accounts. As mentioned, he will also contact FHT re Audit and Chris re Archery.
5. Secretary's report : None
6. Treasurer's report : Payment for last speaker by bacs proved extremely problematic and could not be completed. ED advised therefore that speakers are notified that payment will only be by cash or cheque. ED will give cheque to JS to pass on to John Petters. Much to ED's surprise, invoices for u3a hire of St Mary's Church Hall in Long Sutton had continued to be delivered to Lesley Ford's old address. This will be unpicked. CR confirmed that email membership form in PDF is a true copy and equally as acceptable as a hard copy. Balance in bank stands currently at £3,493.56 with £138.50 in hand to pay in. There is £529.95 in the History Group fund and £683.72 in the Social fund.
7. Interest Group Coordinator's report : SM reported that the recent meeting of Interest group leaders was very productive and well attended. New groups beginning: badminton, gardening, karaoke, board games, 3rd book group. SM and PR will visit one of the groups in the near future to resolve an ongoing issue around attendance. Information about groups will appear in the Newsletter and SM will give an update at the next meeting, ensuring that all members are aware of her role and how to join interest groups. SM recommended Beacon as a source of interesting ideas.
8. Speaker Secretary's report : JS has a title for his presentation in June - 'Jim's Journey through Life and Europe through Wine'.
July - Bernard Bailey
Aug tbd
Sept tbd in conjunction with Chris
Although it might be difficult for some speakers to condense presentations, it was agreed that talks should last 45 minutes max.
9. Membership Secretary's report : EH pleased to report 39% attendance at last meeting. 43 of the current membership of 123 attended with 6 visitors.
10. AOB
 - : CR said he would draft a policy for the next Committee meeting to deal quickly and sensitively with notification of a member's death so that everyone followed an accepted communication and action pathway.
 - : query about equipment purchase. CR would like to buy a mixer and rechargeable batteries for the radio mikes. He will get details of costs.
 - : CR suggested badges for the Committee to wear at meetings indicating their role. Cost about £6, example next week.
 - : SP recommended u3a website for a variety of interesting information and articles.

The meeting closed at 15.55

Next meeting : Friday 17 May 2024 at 14.00

Distribution : ED, EH, CR, MM, MSC, SP, FH-T, MN, MR, JS, PR, TD, SM, AL