

**u3a Sutton Bridge
Executive Committee Meeting**

Friday 16 February 2024, 14.00 Market House, Long Sutton

Minutes of the meeting

1. Apologies for absence : MM, SM, MN, FH-T
2. Minutes of the last meeting 19 January : approved
3. Matters arising :

Arrangements for Meeting on 5 March at the Market House

Refreshments - milk needed. Help with serving at meetings required and CR will ask for volunteer tea monitor(s). Speaker has requested screen, projector and sound system. Collecting boxes will be brought on behalf of the charity 'Mary's Meals' and ED will have cheque book to make discretionary payment. MSC suggested there should be 2 designated meeters and greeters - ED and CR volunteered. Maureen has sash and performs this role.

Mandate Form progress

Not finally resolved despite PR's attempts to communicate meaningfully with TSB. PR able however to pass on instructions to ED about completing the registration.

Publicity/posters/flyers

Much discussion about style and content of posters/handouts following PR's presentation of examples. PR will redraft in light of comments received. SM has produced a poster of information about u3a Interest Groups. SP has visited Friday coffee mornings in Long Sutton and Sutton Bridge mentioned at the last committee meeting. A table to display u3a materials and an opportunity to engage with local people could be provided at both. PR, CR and MSC volunteered to staff the stall on 8 March at Long Sutton and CR, ED and SP would do likewise on 15 March at Sutton Bridge. SP will confirm timings. SP has also arranged for an advert to be placed in the Long Sutton News from 1 March. Costs: £15 for 10 months, £20 for 12 and a one-off charge of £10 for setting up print. PR will inform FH-T of developments.

PAT testing

No progress to report. Market House and Curlew Centre will be asked about the arrangements they have in place and an enquiry will be made at the March meeting to see if any member is registered or knows someone who is.

Vacant positions

JS will step down from his role as Speaker Secretary in September. This will be announced at the next meeting along with Chris Livesey's resignation as Editor of the Newsletter. Members will be asked to step up and support the continuation of these important roles and the wider committee.

Beacon training

Wednesday 28 February at 2pm in the upstairs room confirmed with MN for the training outstanding. MM,EH, SM and possibly SP to attend.

Curlew Centre bookings

SP has checked and bookings for 2024 confirmed.

Archery Group status

Group on hold pending new leader emerging, possibly from current group. No access to equipment at the moment.

Promotion mornings and ad in Long Sutton News

See publicity/posters/flyers above.

Groups' memory stick

This is now working and data has been backed up.

Beacon email rejected

MR will investigate report._

4. Chair's report : None. CR has prepared guidelines for changing the constitution in respect of the 3 year rule and summarised the procedure which he has set out in document given to PR.
5. Secretary's report : None. AL has paperwork to pass on to MM.
6. Treasurer's report : ED reported on his recent online training session. Although lengthy, he found it interesting to compare his experience with others in similar positions meeting similar issues. CR mentioned that via the WAFF group, ED could possibly join a forum with other local u3a treasurers. Course and ED recommended the main u3a website for information, help and support. Current balance stands at £3,033.12, with £43 petty cash. All invoices paid. Social fund and History group as last month. New auditor of accounts needed June/July. Members will be consulted at next meeting.
7. Interest Group Coordinator's report : SM is in the process of updating membership lists and has prepared poster for notice board.
8. Speaker Secretary's report : JS has arranged the following :
March - Mary's Meals Charity
April - History of Jazz with speaker John Petters. Fee £100. Issues surrounding cheque/cash/BACS payments discussed.
May - Social meeting and membership renewal. Input from Interest group leaders possible.
June - to be decided.
9. Membership Secretary's report : MR presented monthly statistics sheet. There are 5 new members, bringing membership to 123. 'Lapsed' category and why members did not rejoin discussed.
10. AOB
: Additional cover required to set up for meetings. CR will be available to set up at the April meeting in absence of PR and Chris Livesey.
: Fees 24/25 to stay at £17 (associate at £13) after a narrow vote against lowering to £15. Anyone joining from March will continue to get 2 months free.
: Interest in starting a Gardening group as suggested at February's meeting will be assessed at March meeting.
: Also at March meeting, members will be reminded about Suggestions Box and CR suggested that a committee member should take responsibility for it. PR will ask FH-T to oversee its use.
: MSC said that group leaders and members need reminding that interest groups are for members only - not happening universally.

The meeting closed at 15.40

Next meeting : Friday 15 March 2024 at 14.00

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