

**u3a Sutton Bridge
Executive Committee Meeting**

Friday 19 January 2024, 14.00 Market House, Long Sutton

Minutes of the meeting

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

Arrangements for Meeting on 6 February at the Curlew Centre

CR commented and the Committee agreed that the Christmas Social had been a great success. Feedback received from members also very positive.
Speaker and supplies for February meeting in place - PR will oversee refreshments.
Seating organised.

Mandate Form progress?

TSB confirmed business had been completed but ED still does not have access and correspondence needs clarification. PR will ring.

Publicity/posters/flyers

More needed. PR will draft a poster to include relevant dates and details of meetings, highlighting venue in particular and will circulate it for comment.
Distribution of such advertising material discussed. CR suggested 'meet and greet' sessions to promote the group and recruit new members. Idea of a 'display' discussed where CR/PR could talk to individuals. Friday coffee mornings already running in Long Sutton and Sutton Bridge might lend themselves to a stall being set up. MSC suggested that adverts should be placed in the Long Sutton NEWS magazine and the Bridge equivalent.

PAT testing

Electrical items owned by the group and used in a public place need to be tested.
Logistics discussed and enquiries will be made.

Editor for Newsletter

Following Chris Livesey's announcement that he will step down from this role in September 2024, an appeal will be made at February's Meeting for someone to take over.

Beacon training

Wednesday 28 February pm proposed for the training outstanding. PR will book the room.

Curlew Centre bookings

Meetings at Market House all booked for 2024. SP will check for Curlew Centre.
FH-T may have booked, verification needed.

Data Protection and u3a submissions

Following a document received by PR, situation was clarified about the issue of security. Personal details of new Committee members submitted to Head Office go via a secure portal and members' details likewise secure on Beacon.

Ted Atkinson's funeral arrangements

A condolence card will be sent. JS read out a message from Chris Livesey about attending the funeral and ordering a wreath to recognise Ted's long association with u3a and in particular with the archery group. Ted attended the Christmas Social and had recently made a generous donation to the group. JS suggested Chris be asked

to speak about Ted at the February meeting. Many on the Committee would like to attend the funeral but everyone was mindful of the need for sensitivity and respecting the family's wishes. Obviously the archery group itself will be discussed after the funeral.

4. Chair's report : PR provided written report of WAFF meeting in November to accompany agenda for this month's committee meeting. Topics included Beacon usage, formation of committees and committee members' job descriptions. CR and PR found the meeting very useful and it prompted an exchange of views within the Committee. MM has a copy of committee member job descriptions which PR will ask members to check and update if necessary. The 3 year rule for committee members considered along with the implications of relaxing the guidelines. Consensus at the WAFF meeting had been that the Constitution was not set in stone. This will be revisited at the next Committee meeting.
5. Secretary's report : MM had been unaware of the convention of the Secretary sending condolence cards but would be sure to send one promptly to Ted's family. She had answered queries about the next meeting and to Slimming World's request to address the next meeting, the Committee's answer was 'no'.
6. Treasurer's report : ED has a 2 hour zoom treasurer training session coming up arranged by MN. Another double entry has appeared on membership records - 271 and 277 assigned to same member. ED expressed his dismay to MR that this had happened yet again. MR adamant he was not responsible for this and PR will check with MN whether anyone else might possibly have had access. MR also said that Ted's name had been removed from the system without his input. ED met a prospective new member at the bridge interest group who will join at February's meeting. Balance of £2997.97 in the account which includes social fund and he is liaising with Janet re history group. SP reported £533.72 in social fund. Income from the Christmas Social was £219 and expenses £191. Whether to increase the price of the ticket next time was discussed.
7. Interest Group Coordinator's report : SM has had a training session with MSC and expressed her gratitude for the help and support given. She will be arranging a meeting with interest group leaders.
8. Speaker Secretary's report : JS has arranged the following :
Feb - FH-T Lloyds of London part 2
March - Mary's Meals Charity
April onwards to be confirmed and JS summarised possible speakers, probably going with talk on Edith Cavell. CR again advocated consideration of alternatives to speaker format - a chance to allow more interaction. Suggestion made to hold a social get-together in May.
9. Membership Secretary's report : MR presented monthly statistics sheet. MM read out draft of letter to be sent to members resigning, expressing disappointment and asking them to feed back their reasons.
10. AOB : None

The meeting closed at 16.00

Next meeting : Friday 16 February 2024 at 14.00

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