

**u3a Sutton Bridge
Executive Committee Meeting**

Friday 15 March 2024, 14.00 Market House, Long Sutton

Minutes of the meeting

1. Apologies for absence : ED
2. Minutes of the last meeting 16 February : approved
3. Matters arising :

Arrangements for Meeting on 2 April at the Curlew Centre

Refreshments - milk needed (4 pint). Speaker has requested screen, projector and sound system. SP offered to transport speakers from Market House to Curlew Centre. Rest of equipment already there. Speaker has own laptop. CR will set up in the absence of PR and Chris Livesey. PR will email ED and ask him to prepare a cheque for speaker's fee of £100. CR and SM will ensure boards are in place.

Mandate Form progress

ED now has full access.

Publicity/posters/flyers

Information posters underwent a final tweak and a new batch of leaflets printed. MSC passed around a cutting from the Mail on Sunday advertising u3a to its national readership, placed by u3a National Office.

PAT testing

It's possible that Market House will be able to add u3a portable electrical items to their list when the next testing is done for a small charge per item. To be confirmed.

Vacant positions

Chris Livesey will take over from JS in September and rejoin the committee. PR could well fill the vacant Newsletter editor role when he steps down as Chair. Details to be finalised.

Beacon training

Training went ahead on 28 February. EH still unable to log on but MR confident he can resolve the problem. SM expressed apologies for missing the session.

Archery Group status

The group now has a leader, Nigel Whittington, a new member. PR will support in conjunction with Chris Livesey to retrieve the equipment and get the group restarted.

Promotion mornings and ad in Long Sutton News

A lot of interest reported, particularly at Long Sutton, which was the busier coffee morning. Lots of leaflets handed out. Visits will be repeated and other venues added to the list. PR will laminate posters. Ad in mag not yet viewed.

Membership Form

Copies of 2024-25 membership form circulated. These will be distributed to members at the April meeting, completed at home and returned at the May meeting. It will also be sent out with the Newsletter. The Privacy Statement and Emergency Contact were both discussed at length. No changes will be made to the wording.

Suggestion Box

FH-T sounded out members at the last meeting and produced a list of their suggestions. Ideas for Speakers/Entertainers and Interest Groups itemised and a proposal made that Committee members and Interest Group leaders wear distinctive badges at General Meetings. CR modelled a 'u3a' T-shirt intended to make officers more visible. Sweatshirts and hoodies also available. PR interested in leading the

new Gardening Group. Committee agreed that Mary's Meals presentation was excellent and CR interested to know how much had been donated by members. JS will try to find out. Was there an additional u3a donation? FH-T's findings could be included in Newsletter and become a regular feature. Interest Group leaders' attendance at General Meetings to highlight vacancies in groups would be valuable. Interest group news should also be up to date on the website.

4. Chair's report : None.
5. Secretary's report : Quiet month; just 1 communication to deal with. MSC reported notification dated 13/3 from u3a about the Annual Return, which she will forward to MM and ED. This will be on agenda May/June in time for AGM.
6. Treasurer's report : ED sent report. Bank Account on 14/3 stood at £3,256.26. £399.50 paid in same day via Post Office bringing amount available to £3,699.76. Petty cash stands at £44.00. History Group fund of £503.48 included in the figures, which should reduce in coming months according to Janet York. Curlew Centre hire has increased from £14.00 to £15.00 per hour. Only 1 unpaid receipt of £6 for stationery. SP - Social Fund (included) stands at £634.72. PR will speak to Janet about History fund. FH-T has enlisted services of Mark Rose as auditor. Accounts will need to be with him by July.
7. Interest Group Coordinator's report : SM is arranging Interest Group leaders meeting in April, offering 4 possible dates, 5th, 8th, 17th and 24th. Committee will be invited. Lists are being updated and discrepancies being addressed. TD will ensure website tallies. New sheets will be ready for next meeting.
8. Speaker Secretary's report : JS has arranged the following :
April - History of Jazz with speaker John Petters. Fee £100. Payment by cheque.
May - Social meeting and membership renewal. SP - scones will be provided and possibly fizz. Members can bring own drinks. Table top Quiz organised.
June - Jim's Travels; JS has offered to take us on a grand tour.
July - Bernard Bailey
Aug and Sept - tbd
SP wondered whether members would like a Bingo session and MSC said the Beetle drive had gone down well. SM suggested table seating rather than rows of seats.
9. Membership Secretary's report : EH and MR - only 30% attendance last meeting. Members need reminder of importance of signing in, particularly at Market House. An accurate list of attendees vital Membership listed and checked in by surname not number. SM suggested this go into Newsletter. Handwriting on membership forms frequently difficult to decipher, especially emails resulting in contact difficulties. Finding a way to confirm data would be useful.
10. AOB
 - : SP - proposes phones should be on silent during meetings.
 - : CR - cables used for meetings should not constitute a trip hazard and need to be rerouted or covered.
 - : Advance warning - AL will not be at May Committee meeting. Minutes volunteer?

The meeting closed at 16.00

Next meeting : Friday 19 April 2024 at 14.00

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