

Minutes

Tiptree u3a Committee Meeting



Date: 13 January 2021 Time: 2.30 pm – 4.30 pm Venue: Virtual – Zoom

Present: Jacquie Stevens, Elizabeth Metcalf, Richard Metcalf, Silvan Ledwell, Debbie Ledwell, Gareth Williams, Margaret Williams, Sue Fox, Mike Pattenden

Apologies: None

| No | Item | Action | Actionee(s) | Date |
|----|--------------------------|--|--|---------------------------|
| 1 | Minutes of Last Meetings | Agreed, true and accurate record of the previous meetings | | |
| 2 | Matters Arising | See 'Outstanding Actions' Sheet | | |
| 3 | Finance Review (RM) | S&R Account: Opening Balance £1,839.80, net expenditure £47.49, balance of £1,792.31. Current Account: Opening Balance £6,422.06, net expenditure £192.35, balance of £6,229.71. Transactions have been reviewed between Beacon and the Bank Account by JS. Currently RM/JS/GW/DL have access to the Accounts module on Beacon for review. Treasurer/Asst Treasurer have an agreed approved expenditure limit of £50 for sundries – Finance Policy to be updated for this change | Noted RM | 10/02/21 |
| 4 | Membership (EM) | 124 Renewed membership by bank transfer, 27 cheques 26 joint and 32 individual members have not yet opened their emails 31 Jan 2021 members not rejoining will lapse. SL to change the grace lapse period from 52 to 19 weeks (to 4 Feb) on Beacon A reminder email to be sent to those not yet renewed. Next email to be concise Need to send out temporary membership cards and members need to check their personal details on Beacon or by contacting EM A mechanism is needed to say 'Thank you' for renewing EM received a number of positive 'PR' comments from members EM/RM are happy with the Beacon software | Noted SL EM Noted | Completed 10/02/21 |
| 5 | Groups (MP) | French is moving onto Zoom Card Games and Papercraft Groups – Organisers have resigned Need to further promote Beacon, to have all Groups on this database Required – another Group Organisers session with MP and SL, to update groups on Beacon | Noted MP/SL | Feb 21 |

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| | | Activities google form to be added to the March Agenda As no newsletter MP will keep members updated with any group news by email and website | DL | Mar 21 |
| 6 | Monthly Meeting Strategy (All) | Add this item to April Agenda 64 members joined Dec 20 zoom meeting Tom Way for Jan 21 zoom meeting. Trial breakout rooms following meeting It was agreed not to record the zoom meetings Members have made positive comments about the 2021 Programme of Events. Thanks to SF and SL Reminder email to be sent to members re Jan monthly meeting | DL Noted JS | Apr 21 By 20 Jan 21 |
| 7 | Promoting our u3a - Procurement Strategy (SL) | Publicity advert in Life magazine Jan 21. One new member registered from this (and new number/mobile phone worked) Approved procurement budget of £350 devolved to SL, to report back to Committee following purchases | SL | On-going |
| 8 | Programme and Study Day 2021 | Study day in October is in relation to our u3a promotion. Agreed to change the title from 'Study Day' to 'Open Day' | SL | Jan 21 |
| 9 | Newsletter and regular updates to members | Currently don't have a Newsletter Editor so 'on hold' Any updates to members on a monthly basis | Follow up DL/MP | Feb 21 Monthly |
| 10 | Scope of Responsibilities | Ignore item 10 – duplicate of item 7 | | |
| 11 | Coronavirus Update | Currently in Lockdown Given these restrictions - No action required | Noted | |
| 12 | Policies update | Equality, Diversity and Inclusion Policy Sample and Data Protection Policy – These were initially discussed All to read these and feedback comments/changes to DL for update in preparation for Feb 21 meeting | All | By 1 Feb 21 |
| 13 | AOB | | | |
| | Chair Resigning | JS informed the Committee that she will be resigning in October 21 | Noted | |
| | Dementia Session (MP/JS) | JS/MP Attended session and updated all | Noted | |
| | Website Updates | The website is to be updated for re-branding and changes, as per schedule Group Organisers Guidance document JS/MP to meet to update this | All JS/MP | 10/02/21 10/02/21 |
| | Microsoft Package | GW worked with SL to access the site. SL distributed the package to JS/RM/GW/DL SL to review what is available and what we require | Noted SL | 10/02/21 |

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| | TAT Sessions | MW/SL attending a zoom session on u3a open day promotion SL/JS attending a session with the Chair Ian McCannah | MW/SL JS/SL | Jan 21 Jan 21 |
| 14 FUTURE MEETINGS | | | | |
| | 21 January 2021 – Zoom (Monthly Members Meeting) 10 February 2021 2.30 pm – Zoom Committee Meeting 18 February 2021 – Zoom (Monthly Members Meeting) 10 March 2021 – Zoom Committee Meeting 18 March 2021 – Zoom (Monthly Members Meeting) | | | |

Meeting closed 4.30 pm

Minutes agreed by the Committee on 10 February 2021



Signed

Chair