

TRING U3A COMMITTEE MEETING

Minutes

1 November 2021

19.00hrs

via Zoom

1. Present as follows:

Committee

Rob Jones (**Chair**), Jill Collinge (Vice Chair), Paul Simmons (Treasurer), Barry Salmon (Groups Coordinator, Committee Member), Sue Gordon (Committee Member), June Courtney (Committee Member), Mike Perry, (Committee Member)

Non Committee Members

Liz Murray (Newsletter Editor), Sue Williams (Speaker Secretary) and Joy Petticrew (Secretary).

Apologies received from:

John Cameron, Membership Secretary

Jennie Scott, Newsletter Coordinator

2. Minutes of last Meeting held on 4 October 2021

The Minutes were approved and signed off by Rob Jones, Chair

3. Actions completed from the Minutes

9 (h) John has updated the Membership page of the website and the 2022 Application Form regarding the membership fee from 1st October 2021 - end of December 2022.

Noted.

Outstanding actions from the Way Forward meeting in August

3. Mike is going to provide a short video for the website to promote his Photography group and write some guidelines for other Group Leaders to follow, should they wish to do the same.

At this meeting Mike agreed to provide this video by the end of November.

Action: Mike

4. Treasurer's report (PS)

(a) Bank balances as per Bank Statements received in October 2021

	Brought forward	Income	Expenditure	Carried forward
Main account	15860.15	47.20	413.78	15493.57

(b) Represented by

Cash	0
NW1	5678.54
CAF	9815.03
Total	15493.57

Paul noted that the expenditure included hall fees, which we are paying in advance, up to Christmas.

In next month's figures, the Gift Aid claimed for 2021, will be included, which is approximately £400. It should be noted that this claim was based on the membership fee of £5.00 for this year, which is why it is a much smaller sum than normal.

(c) Gift Aid Guidance from the U3A Trust

Paul had circulated this to the Committee in advance and it was noted.

5. Membership Secretary's report (JC)

In John's absence he had provided the membership stats below:

(a) Membership stats and October 2021 Isolation Newsletter circulation

October Newsletter sent by email 06/0/21	456
Members receiving the Weekly email Newsletter	446
Attendees at the 14th October Monthly Meeting back at Victoria Hall	62
Attendees at the 15th October Coffee morning at Nora Grace Hall	N/A
Newsletters posted or delivered by volunteers	49
Current Membership	516
New members who have joined so far in 2021	24
Queries logged in 2021	54

(b) New members joining since the last Committee Meeting.

No	Title	Initials	Forename	Surname
2122				
2123				
2124				
2125				
2126				
2127				
2128				

(c) The Membership Renewal Form 2022 has been revised and approved by the Committee

(d) Membership Secretary Replacement from March AGM 2022

Sue G is starting to shadow John regarding the Membership element of his current role with a view to taking over at the AGM in March.

We still need to find somebody for the e Newsletter element of John's current role.

This needs to be clarified with John at the next meeting, but Liz was under the impression that Prue Cheyne had offered to get involved with this role. **TO BE CONFIRMED.**

In John's absence for the next couple of weeks: Liz is finishing off the "e weekly" Newsletter and the monthly November Newsletter. She will then send to Joy who will circulate to members - on separate emails. Liz is sending the monthly Newsletter to Almars to print 50 copies, for those members who have not provided us with an email address. Joy will collect from Almars and then give to Jennie with postage stamps etc., to distribute.

6. Group Co-ordinator's report (BS)

(a) Groups update currently

Walking Group

New Group Leaders, David Thomas & Paul Ridgeway, their first meeting is on 9th November.

(b) Feedback from the Group Leaders meeting on Friday 29th October, at Nora Grace Hall.

(June acted as Secretary in Joy's absence)

- Group Leaders are now aware that they are responsible for booking their own halls for 2022, this will no longer be done centrally by Joy.
- Groups Leaders are responsible for self funding refreshments for their group from January.

Questions raised by Group Leaders and answers provided by Committee members:

- Photocopying for Singing for Fun and printing of cartoons in our Newsletter is covered by the Copyright Licence we have just renewed.
- Cost of external speakers at groups. As always members should be asked to make a contribution towards the cost of the speaker of at least 70 or 80%. Barry will reconfirm this with Dave Clark who is resuming as Music Appreciation Group Leader from December and Mary Lynn Moxon for her Gardening Group. **Action: Barry**
- Overlapping of groups in the halls. We must allow the previous group to get out of the hall before our next group goes in.

(c) Finding a temporary location for the Tech equipment whilst John is on holiday.

Barry had spent a lot of time trying to find somebody to take responsibility for this equipment in John's absence. Nobody had come forward; therefore he cleared a space in his own garage and has secured it there. Barry will make sure that the equipment is taken to the History Group and monthly meeting at Victoria Hall.

Suggestion for the future: We ask John to run a training session for the Group Leader and one nominated member from each group that uses this equipment.

7. Speaker Secretary's report (SW)

November speaker.

Barry will take extension cables and various leads that the speaker may need to be able to use his own equipment in Victoria Hall.

December speaker

Sue has secured a speaker who will talk about the "Dickensian" Christmas. Both Liz and Sue G have heard this speaker before and recommend him. Due to Covid regulations the Singing for Fun and Ukulele group s will not be able to perform at this event this year, as previously agreed.

Victoria Hall booking for 2022

The Committee agreed that Joy should go ahead and book the Hall for 2022.

Action: Joy

8. Any other Business

(a) Update and progress on the new Website design project and change of location of the domain name

Firstly, Barry expressed his thanks to Sue G for her excellent presentation to Group Leaders at the recent Group Leader meeting. She made it clear and very understandable for everyone.

Sue G stated that they are waiting for 123Reg to initiate the move of the domain name.

She raised the following questions for agreement at the meeting as below:

1) Policy Documents currently available on the website

The Committee agreed that on the new website there will be a statement that says "Policy Documents are available to members on request from the Secretary"

2) Contact Page

The Committee agreed the following three contact points:

- Membership Secretary enquiries
- Groups Coordinator enquiries - Barry to send Sue G the Tring U3A generic email address he has.
Action: Barry
- All other enquiries should be directed to the Secretary

3) Venue Map

Sue G has updated this and sent to Barry to check

4) Home Page Text

Rob had provided the text, but Sue G has had to edit it down further due to space available, she will send this to Rob to check.

Sue will circulate some draft web pages for the Committee to comment on in terms of font and colour blocking.
Action: Sue G.

Rob thanked Sue G for the enormous amount of work she is putting in to this project with member Roy Gore. There are too many variables to give a completion date but Sue agreed that the end of February was a reasonable assumption.

(b) Feedback from the monthly meeting at Victoria Hall on 14th October or the first Coffee Morning on 15th October at Nora Grace Hall.

The monthly meeting was attended by 62 members, it is hoped that in time, this number will steadily rise.

The coffee morning was attended by approximately 25 people. At the next coffee morning, Liz will have a signing sheet available for members to put their names down to offer to help at these events.

(c) Facebook do we need it ?

NO

(d) To note the need to find committee role deputies, an ongoing action for all.

Noted.

(e) A member interested in joining the Committee from March AGM 2022

Moz (Maurice) Copestake

Rob has spoken to Moz and Joy will now invite him to attend the next Committee meeting on Zoom to see how we operate. He will then, if still interested, complete the nomination form for the AGM in March 2022.

Action: Joy

(f) COVID members self assessment questionnaire

The Committee agreed again not to use a members self assessment questionnaire. We have always followed the Governments Covid 19 Regulations, having doors and windows open in the various venues we use etc.,. Members who attend groups and monthly meetings, coffee mornings etc., do so at their own risk.

However Liz will put a statement in the November Newsletter to remind members not to attend any U3A meetings if they have any Covid symptoms.
Action: Liz

(g) Archive

Liz Bendall is about to have a new Computer system and had asked Liz M to check with the Committee if they had an archive for the electronic monthly Newsletters going back to the start of Tring U3A. Joy stated that she keeps an archive of all the Secretarial files on a memory stick at the request of John Cameron, however her Newsletter files only go back to 2018 when she took over as Secretary.

Final

Sue G pointed out that following the GDPR rules, with members email addresses in the Newsletters etc., they should probably be destroyed. However, we will check with John at the next meeting as it is thought that he may well have all the electronic Newsletters on file anyway. **TO BE CONFIRMED**

Mike noted that we could use Dropbox as an archive facility and will look in to the details of this.

Action: Mike

(h) From John, in his absence:

" We cannot expect everyone to be happy with getting the Monthly Newsletter by email. It is very hard to read if you only get it on a mobile. I think we do need a system where people can elect to have a paper copy as well as the email version. I know it will cost a bit extra, but we should consider the cost as just part of our expenses in running the u3a."

This item will be revisited at the next meeting. We need to find out specifically which members do need a hard copy Newsletter and Paul suggested that if this number was not too large he could perhaps print out in black and white on a laser printer. However we do not want to increase our distribution costs significantly.

(i) New Logo

When do we start using our new logo and on what documents? This item will be revisited at the next meeting.

Action: Joy for items (h) and (i)

(j) German Group - use of a film in 2022

Sue G noted that the new German Group Leader, Liz Mitchell wants to show a film in the early New Year to this group and the Committee confirmed that this is covered by the U3A group licence.

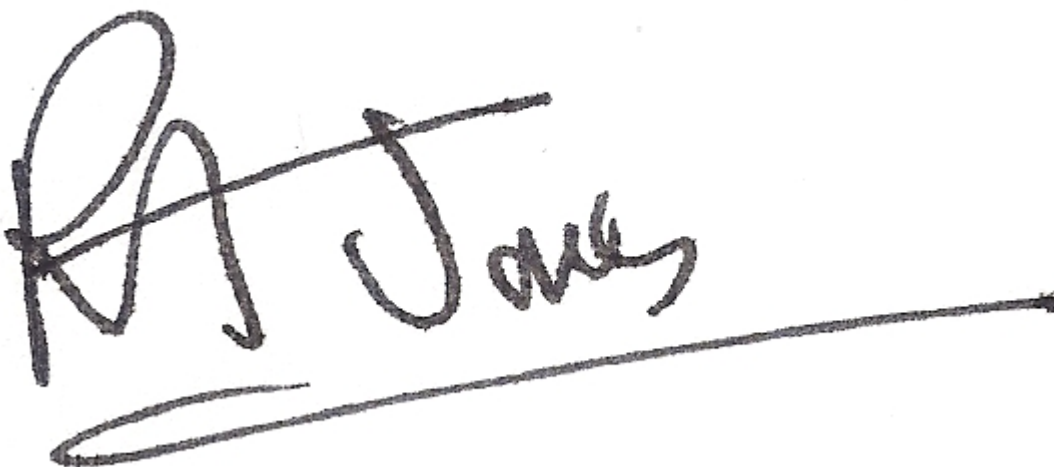
(k) Sustainability Policy

Rob is keen to develop a Sustainable policy, the U3A trust do not have one. Mike said he has experience in this field so would be happy to help.

Action: Mike

9. Date of the next meeting: Monday 29th November, 19.00hrs via Zoom.

**Minutes approved by Rob Jones, Chair
at Committee Meeting on 29 November 2021**

A large, handwritten signature in black ink that reads "Rob Jones". The signature is written in a cursive style and is underlined with a thick, horizontal stroke.