

TRING U3A COMMITTEE MEETING

Minutes

29 November 2021

19.00hrs for 90 minutes

via Zoom

1. Present as follows:

Committee:

Rob Jones (**Chair**), Jill Collinge (Vice Chair), Paul Simmons (Treasurer , late arrival at 19.45hrs), 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).
John Cameron (Membership Secretary) and Jennie Scott, (Newsletter Coordinator)

Member attending, with a view to joining the Committee at the AGM in March 2022

Moz Copestake

2. Minutes of last Meeting held on 1 November 2021

The Minutes were approved and digitally signed off by Rob.

3. Actions completed from the Minutes

7. Victoria Hall is booked for 2022 for the monthly meeting.

Joy has now received the booking form, which she will sign and return to Victoria Hall and send a copy to Paul.

Outstanding actions from the Way Forward meeting in August

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

It was agreed at this meeting that this item will be removed from the Agenda until Mike feels ready to revisit this item.

4. Treasurer's report (PS)

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

	Brought forward	Income	Expenditure	Carried forward
Main account	15493.57	741.17	1964.56	14270.18

(b) Represented by

Cash	0
NW1	6112.26
CAF	8157.92
Total	14270.18

Paul noted that the majority of expenditure is down to hall hire fees. This is encouraging in that Group Leaders are getting their members wanting to return to external venues and meet face to face again.

5. Membership Secretary's report (JC)

(a) Membership stats and November 2021 Isolation Newsletter circulation

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November Newsletter sent by email 06/11/21	462
Members receiving the Weekly email Newsletter	448
Attendees at the 11th November Monthly Meeting back at Victoria Hall	48
Newsletters posted or delivered by volunteers	47
Current Membership	519
New members who have joined so far in 2021	28
Queries logged in 2021	67

(b) Members who Joined (or re-joined after lapsing) since last Committee Meeting

No	Title	Initials	Forename	Surname
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Re-joins

No	Title	Initials	Forename	Surname
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(c) 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.

John has been in touch with Prue Cheyne who has shown an interest in getting involved with the Newsletter distribution element of his current role. He will get in touch with Prue in the New Year.

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

(a) Groups update currently

Ukulele Group

John Forman confirmed that the group recently appeared at the Good Companions Group in Tring and are due to perform at the Chiltern MS group and the Inner Wheel Club in Berkhamsted.

Science and Technology Group

Brian Porter had told Barry that the group recently voted to remain on Zoom during the winter months. It is hoped that the new Group Leader taking over in the New Year, Graham Smith, will encourage members to resume in an outside location so that they can meet face to face. There are a number of members of this group who do not do Zoom who are missing out.

(b) Accident Report - Poetry Group - 17 November - Green Room, Nora Grace Hall

The Accident Report has now been lodged with Nora Grace Hall, Tring Together and Joy has a copy on file.

The Tring Together team are due to meet w/c 29 November to discuss this and how best to prevent this from happening again.

Essentially they need to have the Green Room laid out as a small meeting room, as hired out, and not use it as a storage room for chairs and tables etc.,

7. Speaker Secretary's report (SW)

Sue has got speakers booked for December, January, February and April and is currently looking for one for March which is the AGM.

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Sue noted that at the November meeting we did not have enough members present to set up the equipment in John's absence. The one member who had agreed to set up the audio was unfortunately unwell. The speaker coped without this equipment.

John is going to oversee a few members putting up the equipment so that we have a wider pool of volunteers. Mike offered to get involved with this, but was reminded that his Photography group normally takes place at the same time as the monthly meeting.

8. Any other Business

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

Sue gave an excellent review of the new website. The Committee thanked her for all of her hard work and asked her to pass their thanks on to member, Roy Gore who is working with Sue on this project.

Roy has given an expected date for completion as the end of January 2022.

There were a number of suggested amendments that Sue will now take back to Roy.

Barry has recently reminded Group Leaders that it would be very helpful to have some more recent photographs of their groups for the website.

It is hoped that when the website goes live, Catherine Yates who currently maintains our website will continue this role with the new website and Sue G will act as back up for this role.

(b) Archive - Liz

From the last Committee Meeting:

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.

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.

At this meeting John confirmed that he does indeed have a lot of electronic archive material but does not have many of the early Newsletters. As the very early Newsletters will only be of interest to someone who wants to write up the history of Tring U3A it was suggested that if Liz can find the hard copy Newsletters that were given to her some while ago she just keeps the first year and destroys the rest.

John noted that all of his Membership documents are backed up and Joy has a copy of the log in details on CD.

Mike noted that we could use Dropbox or Google Drive as an archive facility and will look in to the details of this. **Action: Mike**

(c) Hard Copy Newsletters

We have purchased a black and white laser printer capable of printing double sided copies that will use less paper and less cost per copy. (circa 5-10p per copy). Paul has agreed to print the required number of hard copy Newsletters each month with Jennie doing distribution. It is not intended to have multiple copies available at the Monthly meeting as in the past, just one or two in case we get prospective new members

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attending. The exact number of hard copy Newsletters that will need to be printed is unknown, currently its about 50 but this may need to increase a little.

In December Paul will also print the membership renewal form which will go out to members with the hard copy December/January Newsletter.

John will continue to give Jennie the envelopes, postage labels and stamps etc., for the time being.

(d) New Logo

From the last Committee Meeting:

It was agreed to start using the new logo immediately. Sue G will send Liz and Joy the new electronic logo for their records.

Action: Sue G

(e) Sustainability Policy

Rob is keen to develop a Sustainable policy, the U3A trust do not have one. Rob has already met with Barbara Cordina, East of England Area Representative. Mike said he has experience in this field so would be happy to help. Rob has now set up a meeting with U3A CEO Sam Mauger on 22nd Dec, but is unable to attend himself. He has updated Mike following his meeting with Barbara, Mike will report back to the Committee in January.

Action: Mike

Mike said he envisaged creating an outline Sustainability Policy Framework for the U3A from the member vs organisation perspective.

(f) Dacorum U3A are making amendments to their Constitution, do we need to make any amendments to ours? Their email with their proposals and our Constitution circulated to the Committee on 15 November.

It was agreed at this meeting that we do not need to make any amendments to our Constitution currently.

(g) December monthly meeting on 9 December.

It was agreed not to use the rolling programme at this meeting, as we want to decorate the stage and have background festive music playing. Members will be offered a chocolate as they leave.

(h) 17 December Coffee morning and dates into 2022

Julia Groom has offered to take over the organisation of the monthly coffee mornings with Val White and we now have a pool of volunteers to help each month.

June will get in touch with Julia for the 17 December meeting to find out if she wants her to provide a quiz sheet for each table, organise the book swap and provide back ground music. Joy has given June, Julia's contact details.

We need to make sure we have enough members around to set up the hall as its a tight turn around from when the previous group finish in the hall. Barry noted that he would not be around for this meeting in December or the monthly meeting.

(i) To note the need to find committee role deputies, an ongoing action

Noted.

(j) New Member Booklet

Liz will circulate the electronic version of this booklet to the Committee as most of them were not aware of its existence. Currently it is set up as an A5 booklet. It needs updating and re formatting to an A4 format to make it easier to send electronically and print where necessary. Liz agreed to update this.

Action: Liz

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(k) Group Leaders Booklet

Barry would like to get this booklet updated ready for the next Group Leaders meeting in April 2022. Liz agreed to update this booklet too.

Action: Liz

(L) Moz attendance at the meeting.

Moz said he had enjoyed attending the meeting and had read through the previous Minutes and noted that the Committee had voted against setting up a FaceBook page. If the Committee do subsequently decide to set up a FaceBook page he would be happy to do this as he has done it before. Sue G noted that if we wanted to incorporate a FaceBook page within the new website she would need to know about this fairly quickly.

It was agreed to put this back on the Agenda for the next meeting.

Jill noted that communication from the Committee to members is key to success and hopefully increasing our membership.

9. Date of the next meeting: Wednesday 5 January, 19.00hrs via Zoom.

Minutes signed and approved by Jill Collinge at the Committee meeting on 5 January 2022

A handwritten signature in black ink, appearing to read 'Jill Collinge', with a stylized initial 'J' and 'C'.