

**Minutes of Tynedale u3a Committee Meeting  
held on Thursday 16<sup>th</sup> December 2021 on Zoom**

**Present:** Wendy Dale, Alicia Cresswell, Barrie Mellars, John Dark, Colin Argent, David Pattinson, Kevin Stephens and Susan Turnbull

No.	Activity	Action/ person
1	<b>Welcome and Apologies:</b> No apologies.	
2	<b>Minutes of meeting</b> held on 25 <sup>th</sup> November 2021 were accepted as a true record.	
3	<p><b>Matters Arising:</b> David was going to do an article for the newsletter regarding the job description for the Beacon Administrator but someone has come forward who has offered to take on the role. David will liaise with her to work out the description for the role.</p> <p>Wendy has been asked by John Sandiford for something in writing regarding Tynedale u3a separating from Hadrian's Wall Group website in relation to ownership. Wendy will reply.</p> <p>Kevin commented that the web address is u3ahadrianswall.co.uk which could be difficult to change.</p>	<p>DP</p> <p>WD</p>
4	<p><b>Chair's Report:</b> Covid Plan B – Wendy asked if we were going to have face to face monthly meetings now that we have Plan B? It was decided to have the January meeting on Zoom then review the situation. Alicia will put this in the newsletter.</p> <p>Wendy asked if we should give additional advice to groups. It was decided that Colin would contact groups saying they should proceed with caution, adding that the monthly and committee meetings are on Zoom for the time being.</p> <p>After Wendy's appeal (at the last monthly meeting) for members to join the committee, she was approach by Lesley Parsons and Sarah Walsh who showed an interest in joining. Kevin confirmed that he would be leaving the committee in March so Wendy will add Website Manager and Publicity Officer role to those needing to be filled.</p> <p>Wendy said she had sent the convenors' Christmas cards out but there were a few left over and suggested she send one to Core Music, the Torch Centre and the Abbey. This was agreed.</p>	<p>AC</p> <p>CA</p> <p>WD</p> <p>WD</p>
5	<p><b>Business Secretary's Report:</b> All information received has been distributed. There was information from u3a on ways to increase the number of committee members which was positive and could be useful to us. Alicia</p>	AC

	<p>will look at this with regard to an item for the newsletter.</p> <p>David said that there was also something regarding walking groups getting involved in September's celebrations by walking bits of Hadrian's Wall; this was not necessarily just for the walking groups but something the u3a might want to be involved with.</p>	
6	<p><b>Treasurer's Report:</b> Based on known income and expenditure still to be banked/paid, David is predicting that we will be in surplus for the year ending 31st December 2021 to the tune of roughly £2,490.</p> <p>The increase in this figure over previous predictions is due largely to the recent increase in membership subscriptions as late renewers are chased (the chasing exercise so far has resulted in 28 renewals since November 1st), and as new members continue to trickle in (13 new members have joined since the beginning of November, he believes largely as a result of the advertising in the Courant). The u3a have also saved money by ceasing to fund the Hadrian's Wall website.</p> <p>Once the current Financial Year is completed on 31st December and the accounts are subsequently prepared and then approved by our external Examiner in late January, he will share the full year's figures with the Committee ahead of presenting these to the AGM in March.</p> <p>David also brought up the cost of stamps. We have spent less on stamps so far this year than last but he was wondering if it would have been more cost effective to have written a letter to those who hadn't renewed as opposed to sending them an email. The adverts and the coffee mornings cost £310 but only brought in, possibly, 13 members with an income of £182 so we need to be a bit cleverer in how we spend our money.</p> <p>Kevin suggested emailing Christmas cards next year instead of physical cards. Alicia said that we could start distributing the newsletter by hand again.</p> <p>David said that John has stepped down from Beacon so David is now the Beacon administrator.</p>	DP
7	<p><b>Programme Secretary's Report:</b> The last meeting wasn't very well attended but the weather was atrocious so this is not surprising. There was a problem, initially, with Zoom but it was soon sorted and worked very well after that. Barrie suggested that we use our equipment, not the Abbey's because theirs doesn't work well with Zoom. Susan asked about buying a hand held microphone which would allow those on Zoom (when in a hybrid meeting) to hear the introduction and questions at the end. After discussion it was decided to fully test out the new equipment first to see how well it worked and how acceptable it was to the listeners.</p>	
8	<p><b>Membership Secretary's Report:</b> When John sends the confirmation email to renewed members he will add the questionnaire and make it a 'welcome' email.</p> <p>Wendy asked if we wanted to fix the dates and venue for the next five coffee mornings so we can let people know when they will be? It was agreed it was a good idea but there was too much uncertainty, because of Covid, so it was felt we couldn't make a firm decision at the moment. There was also discussion on the most appropriate venue i.e. either the Abbey or somewhere like the County but the decision was postponed due to the uncertainty on numbers. Wendy asked Susan to draw up three or four schemes for the possible way forward.</p> <p>John sent out 7 letters to those not on email and 65 people have been sent emails which has produced a little flurry of renewals. All members have been sent membership cards except for</p>	ST

	those renewing in the last few days. John will generate a list of anyone not yet renewed and circulate it to the committee for them to contact people, sensitively, to see if they are still interested in being part of the u3a.	JD
9	<p><b>Publicity Officer and Website Manager's Report:</b> The larger Courant adverts were £100 each and one could appear each time there is a coffee morning for new and potential members. Say five adverts for £500.</p> <p>Leaflets could be inserted in the Tyne Valley Express at £40 per 1000 plus v.a.t. To cover Hexham, Corbridge and Riding Mill we would need 8451 leaflets so a fresh reprint would be needed at say £150. The distribution cost would be 40 x 8.5 = £340 plus v.a.t. The cost of a half page advert is £59 plus v.a.t. Kevin suggested the half page advert rather than the leaflets in the Tyne Valley Express.</p>	
10	<p><b>Newsletter Editor's Report:</b> Alicia said she had enough for this edition but she will look at the book recommendations.</p> <p>Wendy asked if there was a way to know if people read the newsletter? Wendy was concerned that some people didn't know how to access the newsletter and were not getting information from us. She suggested that when those who hadn't renewed were contacted they could be asked if they were able to access the newsletter or would they like it in another form.</p>	
11	<p><b>Group Liaison Secretary's Report:</b> Group activity is slowing down at this time of year. The group that Mike Foster started 'Put the world to rights' is up and running.</p>	
12	<p><b>Regional and Third Age Trust:</b> Wendy reported that the Chair and Business Secretary's meeting talked about copyright issues and some u3as had had to pay for copyright.</p> <p>Alicia asked about having a licence to be able to copy some things to circulate within groups. David said that there is a CLA licence which we could get through TAT and costs about £60 per year which would give limited access. John said he would look at this licence to see if it is suitable for our u3a.</p>	JD
13	<b>A.O.B.:</b> There was no other business.	
14	<b>Date and time for next meeting:</b> Thursday 20 <sup>th</sup> January 2022 at 2pm on Zoom.	

Meeting ended at 15:45.



**Signed:**

**Dated: 25.02.22**