

**Minutes of Tynedale u3a Committee Meeting
held on Thursday 27th April 2023 at Hexham Golf Club**

Present: Wendy Dale, Barrie Mellars, Colin Argent, John Dark, Lesley Parsons, Sally Hewitt, Ann Atkinson, Tim O'Brien, Susan Turnbull, Barbara Redhead and Margaret Earl

No.	Activity	Action/ person
1	Welcome and Apologies: No apologies.	
2	Minutes of meeting held on 23 rd March 2023 were accepted as a true record.	
3	Matters Arising: Wendy asked if Lesley had made progress in relation to the privacy policy. Lesley has downloaded information but has not yet completed the policy. The policy will be considered at the next meeting Wendy informed that she had looked at a model Constitution which was 20 pages long and very thorough. She was reassured that the AGM had been dealt with properly and that we do not need to change the Constitution. Interest was expressed in seeing the Constitution. Wendy will circulate and it will be discussed at the next meeting.	LP WD
4	Chair's Report: 40 th Anniversary – Wendy informed that no one had come forward to offer to bake a cake for the 40 th Anniversary. Tim stated that a light hearted request was in May's newsletter so hopefully someone will offer. The Anniversary Event is on the 22 nd July and currently 38 members have signed up. A meeting is being held to consider display material for the day and to decide how to show it. Colin suggested checking the venue well in advance to see what is possible. Plans for the display will be reported at the next meeting. Wendy suggested members having the opportunity to register for the event on the website to include dietary and transport requirements. Lesley will produce a form for the website.	WD LP
5	Business Secretary's Report: Ann informed that she had forwarded details of Northumbria Region u3a quarterly meeting, AGM, registration and succession planning workshop held on the 26 th April. Wendy asked if anyone had attended and no one had. It was felt that someone from the committee should try to attend and Barrie stated that he would attend the next regional meeting. The NE Regional Support Team made up of u3a trustee volunteers and Northumbria u3a committee members were asking for ideas for future regional meetings. Third Age Trust information forwarded included Board review and changes since 2022 AGM, latest updates and Road Map to Third Age Trust AGM in October 2023. Ann to provided u3a Annual Return to Third Age Trust by the end of this month.	BM AA
6	Environment Policy. Barbara produced a revised Environment Policy for consideration. Whilst there was overall satisfaction with the content there were specific comments about some of the wording. Comments to be given to Ann who would amend and circulate for discussion at the next meeting. It was felt important to let everyone know that we have an Environment Policy and that everyone takes responsibility. Tim suggested that it could be highlighted in the next newsletter.	AA

7	<p>Treasurer's Report: Barbara had brought along the spare laptop which no one was wanting. Barrie would clean it and we would pass it on to someone in need.</p> <p>Barbara stated that there was a need to reduce email traffic with convenors in relation to payments. It was suggested that convenors should be encouraged to make payments to u3a account. Barbara explained the Gift Aid Law and need to check 40th Anniversary and Convenors lunch to work out gift aid membership. In relation to CCLA account we need to comply with money laundering calculation and as trustees all sign a form which was undertaken during the meeting. Barbara suggested we close the CCLA account and move to Barclays and round up to £10,000 in the deposit account and keep the rest in the current account. This was agreed. There is currently £5876 in the CCLA account.</p> <p>Barbara informed that inactive groups had been sorted out and that she has six years of financial files.</p>	BM BR
8	<p>Programme Secretary's Report: Barrie reported that he has speakers booked up to February 2024. David Hastings will be the speaker at May's monthly meeting. Ann asked why we took the names of non-members at monthly meetings if we did nothing with them. It was suggested that it would be a good idea to get their email addresses and John would produce a form to use for this at the meetings. Wendy asked that clicking in the attendees at the meeting is shared amongst the committee, although Ann was happy to continue doing this.</p>	JD All
9	<p>Membership Secretary's Report: John reported that there were 15 more members since the last meeting and that the membership stood at 485. The coffee morning had been successful and we were achieving about 10 new members a month. The online application form is now a single person form and associate members need to be informed that they do not need to pay although we pay Third Age Trust for associate members.</p> <p>John suggested a coffee morning in early June for potential/new members which was agreed.</p>	JD
10	<p>Publicity Officer's Report: Sally asked if we were meeting the needs of new members and doing enough to keep members. Colin stated that a lot of the groups were at capacity and that he did ask in early summer and January for members lists from convenors. Starting groups was difficult as members did not want to lead. There was a discussion about groups and capacity and Sally was concerned about keeping up momentum in terms of publicity. It was felt that there was still room to expand and that Sally should continue to share information on Facebook. The capacity of the Great Hall is 140 and we may have to revisit if numbers increase substantially.</p>	SH
11	<p>Newsletter Editor's Report: Tim thanked everyone who had commented on the draft newsletter and informed that printed copies would be out tomorrow and he will be sending out email copies subsequently.</p>	TB
12	<p>Group Liaison Secretary's Report: Colin reported that the Convenors lunch had gone well. It was felt that it would have been helpful for the Committee to have name tags. Convenors were positive about the Open Day and that it should be done every year or two. Colin suggested it should be promoted more as a social event rather than a recruiting exercise and it was stated that it should be a PR exercise too. Colin reported that Convenors did not appear to be able to get to grips with the website and would follow up. The list of groups are detailed in May's newsletter. There was distrust amongst convenors of Facebook and they did not want photographs of groups on there.</p> <p>Barrie offered to sort out name tags for Committee members.</p>	CA BM
13	<p>Beacon Administrator and Website Manager's Report: Lesley had no further information to report.</p>	
14	<p>Events Secretary's Report:</p> <p>Hadrian's Wall Festival – Wendy and David Pattinson have registered for the event. Wendy will be taking part in a walk as part of the programme, 15 have registered for this.</p>	

	<p>Sally has done the walk and completed a risk assessment and it is hoped to take a photo for the press – Courant and Facebook. John Sandiford is doing a talk on Vindolanda</p> <p>The quiz night was very successful and a good social occasion and it was suggested that another quiz night is held in the Autumn.</p> <p>There are about 30 registered for the Edinburgh trip so plenty of spaces still available.</p> <p>Sculpture Park visit was a great success and many paid for the tour guide and enjoyed.</p> <p>Sage Visit planned for 26th May</p> <p>Colin will ask Convenors to promote the 40th Anniversary event and Edinburgh trip</p>	CA
15	Regional and Third Age Trust: Wendy suggested that the regional quiz on 18 th July needed a personal touch to get <u>the best teams to represent Tynedale.</u>	All
16	A.O.B: Barrie gave a brief presentation of a zoom alternative which the Science Group use and involves a video of the speaker and manipulating the audio stream, matching the video with the slides. Those unable to attend the monthly meeting could access this recording which would be sent as a link and could have it as audio or visual. This would be time limited for three months which makes it more secure. It was stated that some presenters may not wish to be recorded. Barrie stated that he could train someone to provide this if he was not available. It was suggested that we try this as an option and Barrie would need to speak to the May presenter to see if they would be happy with being recorded. Wendy stated that the proposed Advisory Group to look at provision in real time should still go ahead if there were members willing to be involved.	
18	Date and time for next meeting: Thursday 25 th May 2023 at 2pm.	

Meeting ended at 16.10

Signed:

Dated: