

**Minutes of Tynedale u3a Committee Meeting
held on Thursday 22nd June 2023 at Hexham Golf Club**

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

No.	Activity	Action/ person
1	Welcome and Apologies: Apologies from Barbara Redhead and John Dark	
2	Minutes of meeting held on 25 th May 2023 were accepted as a true record.	
3	Matters Arising: Item 3 - The spare laptop has been reassigned to Tynedale Talking Newspapers. Item 15 - Wendy had been informed that there were no more tables available for the Regional Quiz although the closing date had not been until July. We were trying to get a second group together before informing them. Apparently it was being organised on a first come first served basis and there was now a waiting list so we would not be involved.	
4	Chair's Report: 40th Anniversary – There are 65 members so far signed up for the event. Wendy stated that we need to make it clear that past members are also welcome to attend and this should be stated in the newsletter. Margaret stated that she had not pushed transport support to the event so this also needs to be reinforced in the newsletter and at the monthly meeting. Wendy stated that the Deputy Mayor would be attending who is vegan and that we need to ensure that in the newsletter we also raise that attendees need to inform us of any special dietary needs. It was suggested that an email alert could go out to attendees on Monday 17 th July prior to the event on Saturday 22 nd July to remind if need transport or have any special dietary needs to let us know. Wendy stated that she had the bunting. Barrie informed that the information he received from the Charity Commission to fill gaps in knowledge of previous chairs was of limited value as it was just a list of trustees. Colin is checking out further information for publication and there will be two rolling loops, posters and banners. Wendy felt it was important to use stands for displays to show the range of activities we are engaged in which could be used as a backdrop for photographs. Tynedale u3a Constitution - Barrie informed of two amendments to the revised Constitution that needed to be made which Wendy would amend. It was agreed that if membership fees have not been paid then membership should be terminated after three months. It was agreed if elections to the committee are required, all members must be notified at least 28 clear days ahead of the election that nominations are requested and the closing date for the receipt of such nominations shall be at least 21 clear days after this notice is given. Arrangements for proxy voting were agreed and it was felt that the procedure should be stated in the newsletter prior to the next AGM to raise awareness. It was agreed that Lesley should put the revised Constitution on the website in September and that the membership are informed	TB MW WD TB LP
5	Business Secretary's Report: Ann informed that she had forwarded information from Northumbria Region u3a and updates from the Third Age Trust. The next regional	

	<p>meeting is the 20th July 2023 at Stannington Village Hall. There is also an opportunity for u3a members to visit the new museum and whisky distillery in Wooler on Wednesday 6th September. Details to be provided in the forthcoming newsletter. The NE Regional Trustee is stepping down towards the end of this year so this role will be available to anyone interested. Ann stated that she had received an email about the regional Speakers List 2023 and asked if it needed to be downloaded. Wendy stated that the email should be forwarded on to Barrie.</p>	TB AA
6	<p>Treasurer's Report: Barbara has sent out an updated spreadsheet in her absence. Susan informed that invoices from groups were hard to manage at times and that it would be more efficient if groups paid direct to the venues they used when collecting cash every month rather than using the u3a as a middleman. This was felt to be a sensible approach and would need to discuss. Susan stated that her role could be done quite easily by a member not on the committee but it was felt that it was important that she continued in this role. Wendy informed that we had received additional cash from the region as a result of a u3a folding. Whilst as a u3a we are financially sound, most u3a's are struggling for money.</p>	BR
8	<p>Programme Secretary's Report: Barrie informed that there were 40 views of the recording from the last meeting and no comments on the recording. Prudhoe u3a had heard about our recording of monthly meetings and Barrie has sent them details and suggested that the person who will do it attends a meeting and he will show them, inform about editing and the need to check that the speaker is happy to be filmed. The Science group has been happy with the video and has ten to twelve viewings. Barrie stated that he has bookings up to April 2024.</p> <p>Wendy raised the issue of the incident at the last meeting and that a risk assessment had been completed. The Abbey First Aid took over and handled the situation well.</p> <p>Wendy informed that Elizabeth Leonard will continue to provide a welcome to new attendees to the monthly meetings and take names and email addresses. These can then be passed on to John to follow up to encourage membership.</p> <p>Wendy informed of a speaker outside the programme with technical knowledge. Ian Phillips will give a talk on energy, changes and carbon capture and storage on Tuesday 31st October. The Geology, Science and Environment Groups have been informed but the talk is open to anyone. Colin informed that Ian Jackson has been asked to speak outside the monthly meeting as well as doing a monthly meeting and as they are not far apart it was suggested that Colin asked if Ian could speak outside the monthly meeting at a later date.</p> <p>Wendy asked if the video of 'Off the Wall' could be put on before the next monthly meeting. It is on the Third Age Trust website and Sally will send the link to Barrie</p>	BM SH
9	<p>Membership Secretary's Report: There were three new members. At the coffee morning Colin informed that he had received more queries about groups from the attendees although the chattiness was missing.</p>	
10	<p>Publicity Officer's Report: Sally brought an example to the meeting of a u3a lanyard. However, lanyards are out of stock at the u3a brand centre at the moment. There was some discussion about lanyards versus name badges with a clip and it was decided that Sally should produce a double sided card with names clearly written to be used with lanyards or a clip.</p> <p>The Facebook group now has 133 members.</p>	SH
11	<p>Newsletter Editor's Report: Tim stated that it would be useful if information on Facebook e.g. the Geology Group was also sent to him for the newsletter. Tim also raised the issue of contributions from members and editing. It was agreed that errors in grammar and punctuation could be changed but that contributions should be kept as authentic as possible.</p>	

	Wendy stated that in relation to the story in the last newsletter attributed to the wrong person there was a need to make an apology in the next newsletter.	TB
12	<p>Group Liaison Secretary's Report: Colin reported that there was a trickle of new people wanting to join new groups. New members ask about groups and information to be provided in the newsletter.</p> <p>Website familiarisation for convenors was being carried out.</p> <p>Annual audit of group membership to be carried out in September.</p> <p>Colin is aware that a lot of policies are on the website and that in terms of induction of convenors, rather than directing to policies on the website, he draws attention to the key areas that convenors need to be aware of and produces a user friendly version but also directs to the full policies too. It was agreed that Colin works up a draft of key issues convenors need to know.</p>	CA
13	<p>Beacon Administrator and Website Manager's Report: Lesley informed that she attended a Third Age Trust technical session on the new website provision. They are almost up to a version that they can release. It is more attractive and easier to use and searches are easier meaning you can access information more directly. The whole system works in a similar way but you can do more with it.</p>	
14	<p>Data Protection and Privacy Policies: Lesley had made amendments to the policies and it was agreed that lapsed members disappear after 12 months. A minor amend to the Cookies policies was agreed. Lesley was thanked for all the work she had done on the data protection and privacy policies.</p>	LP
15	<p>Events Secretary's Report: Margaret informed that overall events are well subscribed. Direct payments to suppliers is a lot easier. She had reserved 10 places on the three trips through Jewitts. The initial reserved 10 seats were quickly booked for Seahouses and Skipton in July. Skipton is most popular with 16 places and is now full, reserve names will be taken. There are currently 7 booked for Hawes and expect more as not until mid-August.</p> <p>Margaret suggested that she ask for an emergency contact if members wanted to give one although it was thought that Jewitts might have one on their system.</p> <p>45 members are signed up to go on the Edinburgh trip, 4 seats left. Margaret will buy water and a snack for each member to use up some surplus cash accrued for this trip.</p> <p>12 are signed up for the backstage at the SAGE trip</p> <p>Margaret is considering Autumn / Winter events, maybe with overnight stays but these can be expensive with single supplements applied. Susan suggested the Nissan Factory and Ann suggested the Tapestry of Scotland at Galashiels.</p>	MW
15	<p>Regional and Third Age Trust: Regional meeting at Stannington Village Hall on 20th July. Wendy stated that she had attended a Chairs regional meeting and people were struggling with Zoom and increased costs. Colin informed that a Group Coordinators role description was coming from the Third Age Trust.</p>	
16	<p>A.O.B: Colin informed that there was an interest expressed in carpet bowls and it was stated that Hexham Community Centre ran a group and that we could put the details on Facebook to inform members.</p> <p>Colin informed that we don't meet again until after the 40th Anniversary event and there was a need to meet with the Mart. It was decided that key committee members involved would discuss requirements after the meeting.</p> <p>Wendy informed that the Queens Hall have their 40th anniversary and wanted people over 65 to tell their stories. Someone from the Queens Hall attended the Art appreciation group to promote the idea.</p>	SH

18	Date and time for next meeting: Thursday 27 th July 2023 at 2pm.	
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Meeting ended at 15.55

Signed:

Dated: