

**Minutes of Tynedale u3a Committee Meeting
held on Thursday 24th October 2023 at Hexham Golf Club**

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

No.	Activity	Action/ person
1	<p>Welcome and Apologies: Kate Stephenson was welcomed to the committee as the new Assistant Treasurer. Committee members introduced themselves to Kate. Apologies were received from Sally Hewitt and Ally Forster. Wendy informed that she had met with Kate and she had agreed to take on the role of Assistant Treasurer. Sally would like to resign in March and Ally felt she was best suited to taking on that role. Wendy informed that we would be looking for a Programme Secretary to take over from Barrie when he took on the role of Chair in April. Wendy had raised awareness of this vacancy with new and potential members at the coffee morning.</p>	
2	<p>Minutes of meeting held on 21st September 2023 were accepted as a true record.</p>	
3	<p>Matters Arising: Wendy informed that the quiz had been cancelled and Susan was trying to return monies paid for the event. Barrie stated that he was happy to authorise payments. The plan is to hold a quiz in March/April 2024.</p>	
4	<p>Chair's Report: Barrie, Colin and Wendy had been to Woodhorn to see what further information they could gather for the 40 year history of Tynedale u3a. There was a lot of information from 1983 so Barrie could fill in the gaps. This work is ongoing and Barrie produced a couple of copies of a draft he had produced so far. Wendy informed that Tuesday's speaker Ian Phillips from Aberdeen was now coming down specifically for the talk and it was agreed that a contribution to cover travel expenses would be made. 40 people have registered to attend. Wendy expressed some concern about the train travel situation in Scotland given recent weather conditions and possibly having to cancel at short notice.</p>	<p>BM WD</p>
5	<p>Business Secretary's Report: Ann informed that she had sent updates out to committee members on the Third Age Trust and from Northumbria u3a. She had circulated the calendar of meetings and deadlines for the newsletter for 2024/5.</p>	
6	<p>Treasurer's Report: Susan informed that she had sent out the monthly statement to the committee. CCLA money is not on the monthly statement as not income. She had met with Kate to discuss her role. Kate is to collect and deposit money from groups in the bank account. Susan apologised as not able to attend the next committee meeting. Wendy informed that the focus of the November meeting was usually the budget but as Susan was away this would now take place at the December meeting. This was in effect a finance and planning meeting and committee members need to think about the activities that they want to take place in 2024/5 and the cost implications. Susan stated she would liaise with John in relation to membership refunds</p>	<p>All ST</p>

7	<p>Programme Secretary's Report: Barrie reported that Sally had provided details of a number of options in relation to the holding of future monthly meetings which was most helpful. There were 77 attendees at the last meeting. Barrie was reluctant to go down the road of the anti-room with a replicate screen as this isolated people. As we are within the limit of numbers in the main hall, Barrie suggested that we keep an eye on the numbers over the next few months. The Abbey is there as an option if we need it although there was some reluctance to use this.</p> <p>Wendy raised concerns about too many emails going out to u3a members and after some discussion it was decided that following the monthly meeting, the video link would be sent out by Ann and she would also include in the email details of the next monthly meeting. Barrie informed that the video is available for three months and is archived on a separate hard drive.</p> <p>Barrie informed that Slaley History Group had received a talk on the North of Tyne Truck run and wondered if this would be a useful talk. The general view was that this did not seem appropriate for a monthly meeting.</p>	AA
8	<p>Membership Secretary's Report: John reported that there were 20 new members in September. In terms of resignations the reasons included not being able to get out anymore, too busy with other things and moved away. Contact details are kept for two years if people want to come back. It was suggested that it might be interesting to log how many have left in the first year of membership. John said he would bring a breakdown of resignations to the next meeting.</p> <p>There are 517 members and 51 did not need to renew leaving 466 needing to renew membership. There are 60 who have not renewed so 87% have renewed. John was planning to send a reminder before the next monthly meeting but Wendy was concerned that some members do not respond to emails. After discussion it was decided that John would circulate an excel spreadsheet to committee members of the 60 who had not renewed and that we should inform John who we would contact or the outcome of our contact with these members as committee members may know these people. If people have not renewed by January they are deemed lapsed members.</p> <p>Colin informed that he had received cash at the last monthly meeting for membership and was informed that cheques and online payment were only allowed. John informed that he would be redesigning the membership form to ensure that it linked to payment as this was not happening at the moment.</p> <p>The coffee morning had attracted 31 people of whom 7 were non-members. There is still a lot of interest as many could not come and enquired about future dates and it was suggested that another coffee morning is held in early December. There are approximately 40 people who have joined since March who have not attended a coffee morning. It was suggested that there was a need to inform attendees that there will be a presentation at 10.45am at the coffee morning so that it is clear that it is not a drop-in.</p>	JD JD All JD JD
9	<p>Publicity Officer's Report: In Sally's absence Wendy informed that she had approved a few new Facebook members and that this now stood at 169 people so gradually increasing. Sally had sent in a report and options in relation to the potential of holding future monthly meetings in the Abbey which were discussed earlier on in the meeting.</p>	
10	<p>Newsletter Editor's Report: Tim informed that he had plenty of material for the newsletter that would go out next Tuesday.</p>	
11	<p>Group Liaison Secretary's Report: Colin reported that based on information collected that we are doing quite well communicating with members. He had sent out a powerpoint presentation to convenors of groups which provided a simple guide on how to use the website and had held a convenors meeting, 4 attended. He is offering the opportunity for convenors to get together in November. In terms of availability of rooms for groups the Garden café is not available at present. Barrie mentioned the possibility of use of the Golf Club but this would incur a charge. Ann informed that the Muro Lounge (Argos site) was supposed to be opening next week and might be worth a look at as a possible venue for</p>	CA

	groups. Colin informed that summarised policies had been sent to convenors. Colin had been asked about members being informed about scams, however it was felt that we could not do much about this unless it involved information sent from us.	
12	Beacon Administrator and Website Manager's Report: Lesley informed that she had heard nothing further in relation to website development. Wendy asked if Lesley could speak to Ally and Kate about Beacon.	LP
13	Events Secretary's Report: Margaret stated that she had nothing further to report than note sent out. In planning events she wants to make sure that they are all inclusive. The coach trip to Great Tapestry of Scotland did not have a toilet on the coach although the driver was happy to stop on route and travel was extended as there was a pick up in Blaydon. No one had however complained about this. Wendy asked Margaret to bring ideas and likely spend for trips to planning and budget meeting in December and to also consider open days and garden party too if want to include in the programme	MW
14	Regional and Third Age Trust: Colin reported that he had been to a regional group coordinators zoom session and the issues had been raised about indemnity not available for members making bookings. It was considered that this was not an issue we needed to be concerned about. He informed that the regional group were producing a guide on the group convenor's role and said it was more than likely to put our convenors off. All agreed that the role should be flexible as long as it was safe. Wendy informed that she was unable to attend the Third Age Trust AGM.	
15	A.O.B.: Wendy asked that monthly meetings already organised are put on the website so members know what is happening in the future. John informed that he is using a projector for a group that is very poor and the group is no longer meeting and suggested consideration is given to investing in a new projector. It was decided to wait until a projector was requested by a group. John to return projector to Barrie.	JD
16	Date and time for next meeting: Thursday 23 rd November 2023 at 2pm.	

Meeting ended at 15:25

Minutes Approved

Dated: 29th October 2023