

**Minutes of Tynedale u3a Committee Meeting
held on Thursday 23rd November 2023 at Hexham Golf Club**

Present: Wendy Dale, John Dark, Colin Argent, Barrie Mellars, Tim O'Brien, Kate Stephenson, Sally Hewitt, Ally Forster and Ann Atkinson

No.		Action/ person
1	Welcome and Apologies: Apologies were received from Susan Turnbull, Lesley Parsons and Margaret Wall.	
2	Minutes of meeting held on 24 th October 2023 were accepted as a true record.	
3	Matters Arising: Wendy informed that the rail expenses for Ian Phillips, speaker at a talk had been taken out of u3a funds.	
4	Chair's Report: Wendy asked the committee if we would like to send Christmas cards to convenors, which had been done in the past. It was agreed that a Christmas message should be emailed to convenors. Wendy informed that she had attended Hexham Town Council meeting to inform them about u3a. She had used the powerpoint loop that Colin had created and her presentation was well received. The Council were amazed by the number of members. Sally stated that the publicity on Hexham TV had drawn traffic to Facebook. Wendy checked whether mince pies were required for the December monthly meeting. It was confirmed and Wendy stated that she would purchase them.	WD
5	Business Secretary's Report: Ann informed that she had sent updates out to committee members on the Third Age Trust and Charity Commission news. Wendy asked whether we needed to keep feeding information into the archive as Ann had minutes going back to March 2015. Following discussion, it was felt that it would be useful to archive minutes, annual reports and summary accounts. Colin will ask whether Woodhorn require paper copies or will accept electronic information for the archive. Wendy asked if members were happy for the minutes to be dated as approved rather than requiring the Chair's signature. This was agreed.	CA
6	Treasurer's Report: Kate had nothing to report. Wendy informed that the focus of the next committee meeting would be the finance strategy. A spending plan needs to be developed on the money we need for the next year with a focus on reducing our resources. There is £21,000 in the bank, we should not be accruing money and aim to have £5000 in reserves. John informed that the amplifier and speaker used by Jazz Appreciation Group had broken down. Adrian Woolley had bought a sound bar for £20 on Ebay and John asked if u3a could acquire this. Barrie also has a sound bar which he does not need that is not as portable. It was suggested that Barrie gives it to Core Music where Jazz Appreciation meet so that any group could use it at Core Music. It was agreed that Adrian should be paid £20. Wendy informed that as we did have resources, it would be preferable to spend money on decent equipment rather than going for cheap items that may not last very long,	All BM SP/KS

	which had happened previously.	
7	<p>Programme Secretary's Report: Barrie informed that for the January monthly meeting he had arranged for a friend and u3a member to be responsible for the video, as he would be away. The meeting is on the Reivers. There was a good attendance at the last meeting, 136 including 17 non-members who were friends of the speaker. Barrie informed that there had been 67 views of the video and that there had been positive feedback about the videos.</p> <p>In relation to the History of Tynedale u3a from inception to current time, Barrie still had a gap of information from 2007-2015 and was picking up 10 years of newsletters to hopefully gather information from these. He requested photographs from the 40th anniversary and Garden Party. Sally and Tim informed that they shared photos on Dropbox and that it would be useful to use this as a means of sharing photographs. Tim would be responsible for setting this up. Barrie asked that consideration is given to the format in which the information is presented and how it is produced. Currently it is in A4 format. The expectation is that it will be sent out electronically and some hard copies will be produced as a booklet. It is expected that all committee members will review it first and then it will be edited and proof read. It was suggested that Ally could do this but she was concerned about not knowing enough about the organisation as a new member. Wendy informed that Alicia Creswell had offered to do this.</p> <p>Barrie informed that he had in place all monthly meeting up to July 2024. He was finalising the July meeting and then the responsibility would pass on to the new Programme Secretary.</p>	BM SH TB
8	<p>Membership Secretary's Report: John informed that we are continuing to get new members and the current number is 535 members. There have been 27 resignations. Quite a few members had left after 8 years of membership and another large group of leavers were recent members. 27 had not renewed their membership. He has sent out a reminder email and will phone those who do not renew.</p> <p>John has arranged another coffee morning for Friday 15th December in the Great Hall at 10.30am. Sally informed that it would be useful to know when people join where they found out about u3a. Sally will resend John the question and multiple choice to be added to the membership form.</p>	JD SH
9	<p>Publicity Officer's Report: Sally informed that there were now 185 members on Facebook and that Hexham TV had been on the Facebook page in the last month.</p>	
10	<p>Newsletter Editor's Report: Tim informed that material was a bit thin this month as a quiet time. He has 8 pages and would add photos.</p>	
11	<p>Group Liaison Secretary's Report: Colin informed that 8 groups had met at the Garden Café so were now homeless. A meeting of convenors will take place tomorrow to talk about meeting venues, what to do with no-shows, getting people off the waiting list and getting convenors. In the meantime, Colin and Wendy have been trying to resolve the meeting room situation. The Abbey are willing to do a deal if we can persuade three to four big groups to meet there. The rooms can take up to 30 and currently rooms are underused. The Abbey would also be interested in groups needing rooms just for winter who meet outside at other times of the year. There is also scope to block book a day. Hexham Community Centre could do a similar deal but are not able to accommodate small groups. The Community Centre, however, are able to rent out an office that would provide exclusive use for u3a which could be used for small groups or groups starting up. This was felt to be particularly useful as finding a venue can put members off taking up the role of convenor and starting new groups. The office could accommodate 8-10 attendees but we would need to equip it. The Community Centre is open from 9am – 9pm most days. Wendy stated that consideration could be given to charging per person for room usage and u3a subsidising or we could consider ensuring all venues are free for the forthcoming year, given our resources. Tomorrow will be an opportunity to get feedback</p>	CA

	from convenors and hopefully we will have a more realistic picture by January. Wendy stated that it was important to engage the full membership in the process and not increase our resources. Barrie expressed the importance of producing costings for the different options for consideration which will be undertaken.	
12	Beacon Administrator and Website Manager's Report: Lesley in her absence had stated that she had nothing to report to this meeting.	
13	Events Secretary's Report: Margaret in her absence had sent a brief report. A trip to Castle Howard was the final 2023 event. Eight attended, it was well organised and enjoyed by everyone. Costs for coach hire for next year are £650 - 49 seats, £550 - 37 seats. Dates for key events planned for next year e.g. Open day, special events are needed to avoid clashes with trips.	
14	Regional and Third Age Trust: Nothing to report	
15	A.O.B.: Nothing to report	
16	Date and time for next meeting: Thursday 14 th December 2023 at 2pm.	

Meeting ended at 15:25

Minutes Approved

Dated: