

**Minutes of Tynedale u3a Committee Meeting
held on Thursday 22nd February at Hexham Community Centre**

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

No.		Action/ person
1	Welcome and Apologies: Apologies were received from Kate Stephenson. It was Wendy's last meeting and she expressed that she had enjoyed her time on the committee and had found it a valuable experience. Wendy talked about her time as chair and the need to keep changing. Ian Diggory was welcomed to the meeting and members introduced themselves.	
2	Minutes of meeting held on 25 th January 2024 were accepted as a true record.	
3	Matters Arising: No matters arising	
4	Chair's Report: AGM - Wendy informed that the motions had been sent out for the postal vote to 27 members. There will be electronic voting for those not able to attend the AGM. This will be sent out after the newsletter. At the AGM there will be a need to approve examined accounts, election of chair and Kate, Ally, Ian and Margaret's roles need to be approved. The revised constitution and move to the community centre also need to be approved. A separate vote will take place on the subscription remaining at £14 per annum. Minutes and accounts to go in the newsletter which would normally go out on 29 th March but could go out a couple of days earlier. Tim to send out newsletter on 27 th February. Barrie to arrange for electronic voting to be sent out by Tim on 28 th February and to be back by 4 th March. Wendy informed that we had not used the examiner of accounts we intended to use last time and would need to inform the membership that we had used Mike Bewick and that we would use him again next year. Ann to send minutes of the last AGM and this year's agenda to Tim, to include in the newsletter and to Wendy to check beforehand. AGM to cover apologies, matters arising, chair's address and accounts and nomination of Barrie who will take over the rest of the meeting. Wendy to speak to the motions and Colin to provide back up for office business. Barry and Wendy will meet with Kate in relation to presenting accounts and plans for the future. Wendy stated that in her report she would cover what had happened in the last year – profile had gone up, more members, more social activities, two extra talks, monthly meetings with over 130 attendees, successful convenors lunch and move to the Mart. Also change in the committee. Committee to let Wendy know if there are other things she should add.	TB AA BM/WD/KS All
5	Business Secretary's Report: Ann reported that to date she had received 13 returns in relation to the motions sent to those members who were not on email. The response had been positive to the motions proposed. She informed that she had not received any additional copies of Third Age Matters to give to those new members who joined between mid-Oct and the end of Dec. She will follow this up with the Third Age Trust	AA

6	<p>Treasurer's Report: Barrie had circulated financial reports prepared by Kate identifying the impact of increased costs associated with the community centre and the Mart. Barrie stated that it was important that we made inroads to spending the money we had.</p> <p>The extra running costs and room hire at the community centre would leave us with £4000 in extra costs. It will resolve a problem for small groups and getting new groups going and will be tested out for a year. It is anticipated that 5 or 6 groups, about 25% of small groups will use it and another 5 or 6 might use it. Finding locations is having a negative effect on new groups getting started. We can also access other bigger rooms at a reduced cost at the community centre which is a bonus. This is a major benefit allowing groups to grow within reasonable costs. We would continue to meet at the Community Centre for committee meetings. The bigger rooms are also good for 50+ attendees. The light in the small room for groups is poor and there would be a need for additional lighting, a small table and TV screen. We can afford to buy some furniture. Ally stated that it was important that the small room was made more attractive with furnishings. There is nothing else available to match this price and we will make clear that this is a trial. We could start to charge for the room after a year if it is found to be useful.</p> <p>There will be no impact moving to the Mart for monthly meetings In relation to the provision of refreshments, Barrie will see what is feasible in relation to providing tea/coffee nearby and the possibility of opening the bar.</p>	BM
7	<p>Events Secretary's Report: Margaret reported that members were keen to join things although she did have concerns about the costs for Marchmont House and Auckland Castle for example when considering coach and entrance costs. All visits had been recommended by members. Ally suggested publicising more the opportunity to help those who need assistance with funding to go on a trip. Ally to look at how this might be worded. Margaret reported that all was going well and she was very busy. She informed the committee that in the near future she may be moving away and to look for a replacement but not to advertise it at the AGM.</p>	MW AF
8	<p>Group Liaison Secretary's Report: Colin reported that the Convenors lunch would be a buffet and similar to last year and would be £15 +VAT and a welcome drink at £4 per person would be provided. It would cost £1500 if all come along but in reality would probably be between £1000 and £1200. It was agreed that a service charge on the cost be added as a tip for staff. Colin had sent a list of the groups to the region to consider for Liz Thackray's visit. They are still sorting out a schedule for this. Colin had been contacted by Jean Thomas, his equivalent in Prudhoe u3a to ask if we have any display material they could borrow. The big banner is all we have to share which Colin can take away after the AGM.</p>	CA
9	<p>Newsletter Editor's Report: Tim stated he had nothing to report. There was discussion about informing members about moving the monthly meeting to the Mart. It was agreed that details should be put in the forthcoming newsletter and that it should also be publicised on Facebook and on the website. It would also be talked about at the AGM.</p>	TB/ AF/ LP
10	<p>Publicity Officer's Report: Ally reported that Facebook reach had been increasing and had gone really well. It was recognised that this had resulted in an increase in membership from Facebook. Whilst a Facebook group was useful for our purpose, Ally saw the value in advertising through a Facebook page which would cost about £25. This cannot be done from a group page. Both the Facebook group and Facebook page would have the same information. She informed that those aged 50+ tend to use Instagram so it might be worth starting Instagram as well. It is clear that more of our membership uses social media. Wendy suggested that we still use the Courant but was also supportive of using Instagram. It was agreed Ally should pursue other social media opportunities for publicity.</p>	AF

11	Programme Secretary's Report: There were 94 attendees at the February monthly meeting and 57 views of the talk. Wendy asked Ann to minute the numbers at each monthly meeting. Also there was a need to sort out a welcome to visitors attending the monthly meetings and taking numbers. Elizabeth would no longer be doing this. Ian Diggory would be taking over from Barrie as Programme Secretary. Monthly meeting presenters have been arranged up to September and there is a potential speaker for October. Barrie will test out a plug and play sound system to use at the Mart and will be responsible for that and Richard will do the filming. He will make sure that someone else also knows how to use the sound system. A notice board will also be needed and it was suggested that we should invest in one to be kept at the Mart. Barrie reported that the 'History of the u3a' booklet had been ordered and copies will be available at the AGM.	AA BM
12	Membership Secretary's Report: John reported that there had been 22 new members in the last month. On the 14 th Feb there had been a huge turnout at the coffee morning, over 40 in the room. It had been a really successful meeting with 14 new member applications within 24 hours of the coffee morning. John suggested organising a coffee morning for the end of April. He stated that he had changed the membership form so it was clear and ensured that new members paid when they sent the form to him.	JD
13	Beacon Administrator and Website Manager's Report: Lesley informed that she had started to progress moving to the new system. She had gone through the training manual and demo site and had asked for the current system to be migrated to the new system. The current website will carry on and the new website will not go live until it is ready. Lesley stated that she did not know how long it would take to be ready. Lesley will email to committee members sites that are looking good.	LP
14	Regional and Third Age Trust: Ally had been approached by the region for advice.	
15	A.O.B.: Ally informed that she can't use Sally's email address so has set up a new email which she will circulate to everyone. John asked if we are committed to meeting on a Thursday as he has another commitment on that day. Thursday suited Barrie best so we will stick to meeting on a Thursday. Wendy informed that she was supporting Margaret with events and would still be involved in u3a activities.	AF
16	Date and time for next meeting: Thursday 21 st March 2024 at 2pm.	

Meeting ended at 15:55

Minutes Approved

Dated: