

## Minutes of Committee Meeting

Held on 10 November 2022

**Committee members present:** Ron Fenn {RF} {Chair}, Julia Scott (JS) Vice Chair and Groups Co-ordinator. Nick Photi {NP} Vice Chair and General Meeting Manager. Gill Davies [GD] Speaker Coordinator. Ken Pragnell (KP) Treasurer; David Collins [DC] Webmaster, IT and Publicity; Denise Rees {DR} Events Liaison, Lynda Maris {LM}, Minute Secretary. Rosemary Yates [{RY} Membership Secretary, Lyn Brandrith {LB}.

### 1. Apologies

Dick Downs (DD) Temporary Secretary and E-news editor,

### 2. Minutes of Last Meeting

The minutes of the October Meeting were approved apart from the following amendments:

**The wording in Item 7.1 should read:** "The Committee had previously received by email KP's written report for the half year. The end of year income forecast was £8,747. However, our total expenditure forecast is £7,749.02 thus yielding a surplus of just under £1,000.00. KP said heating costs may well impact next year's figures as well as the rising cost of Theatre and Day Trips which must be closely monitored".

### 3. Matters Arising

Lynn Brandrith was formally co-opted onto the Committee

### 4. Membership Cards

RF said he will be reinforcing in the November Newsletter, that the committee will be considering the practicality of membership cards being brought to all VCV activities. JS and DR will remind Group Leaders and Group Organisers that our terms and conditions of membership state that cards must be ready for inspection at all VCV activities, and members must therefore carry their membership cards at all times with their emergency contact details shown on the back.

### 5. Groups

JS said Chiswell Green U3A have asked if one of their groups can be amalgamated with a VCV group as a temporary measure. This was agreed.

JS said 40% of our groups would like more publicity. It was agreed that assistance will be offered from the Committee to Group Leaders who want to market their individual group activities in the Newsletter.

JS said the Singing for Fun group have offered to do teas and coffees at a future GM. JS will prepare a calendar for the year for the Newsletter, where a group will be identified with responsibility for providing refreshments against each month. Any group who may have difficulties with this arrangement can contact JS.

## 6. Events

DR gave feedback on forthcoming events and ticket sales to date:

**Milton Keynes Shopping Trip** (29<sup>th</sup> November 2022). There is a shortfall of £55 in ticket sales. The Committee approved the loss in view of the fact that our total expenditure forecast is yielding a surplus of just under £1,000. DR said Barnettts have been contacted to see if they can supply a smaller coach at a cheaper cost. DR said the trip was also advertised with Chiswell Green and Verulam U3As She asked if we can now go to other U3A's in the event of shortfall of numbers, and also advertise their trips. The Committee agreed that in the event of a shortfall in numbers we could do this for trips and theatres. There was no intention of the VCV becoming involved in holidays run by other u3as.

**Royal Hospital Chelsea.** W/C 24 April. Approx cost £30. We currently have 36 on interest list.

**Wimbledon.** Mid to end July. Entry £21, plus coach approx. £15. We currently have 38 on interest list.

**Savill Gardens/Windsor.** Middle of August. £30 (plus coach). We currently have 51 on interest list

**National Memorial Arboretum.** Mid October. Coach only. We currently have 48 on interest list

**Winchester Christmas Market.** End November. Coach only We currently have 17 on interest list

## 7. Theatre Trips:

**Frozen.** RF said following the sale of four more tickets the total number of ticket sales will result in a loss of £64.00. The Committee agreed that this booking should now be secured by MF the Event Organiser.

**We'll Always have Paris – Sonning 19<sup>th</sup> February.** MF will send email to all members to ascertain interest. The Committee noted that a 50% deposit needs to be paid on 30<sup>th</sup> November with balance paid on 19<sup>th</sup> January.

## 8. VCV Dance on 25<sup>th</sup> November.

NP said so far 123 tickets have been sold thus covering our expenses. Cheque passed to KP. Raffle restricted to 5 or 6 prizes including 2 or 3 hampers. An email will be sent out calling for volunteers to set up tables etc by 4.00. The band will set up at 5.00.

## 9. Christmas Party

The party will be held on 15 December between 10 and 12. The event will be advertised in the November Newsletter, on e-news and at November GM. No ticket for event. Members only. Invites from RF will be sent to all members via Beacon plus 11 mailshots to NIMs. Invite to ask for dietary needs to be sent to JS and asking for help to set up. There will not be any book or card sales or group and membership tables.

**Hall decorated** as last year. **Action All.** Raffle ticket on entry. Smaller prize selection and cost. First prize hamper plus five other prizes. £200 budget. **Ken Moulds to run.**

**Audio system** to be checked. Seasonal music cassettes; limited sound requirements **NP and DC**

**Estimating on 175 attending.** Layout; tables and chairs Action **NP.** Table and location for BCR. **DC** Table and location for drinks on arrival. **NP.**

Food: Sandwiches, Crisps, Sausage Rolls and Mince Pies. Drinks: Prosecco and Fruit Drinks. Table Cloths. Paper Plates, Napkins. As per budget. **JS, LB LM**

**Singing for fun'** booked 20minute slot plus 'Ukele Sunshine Band' [15minute slot] Both to have copy of timetable. **Action RF. Quiz;** Steve Bowler will supply and act as quizmaster and supply marking sheets. **Action SB**

**Budget for event;** Committee agreed expenditure at November CM. Recorded on approval form.

#### **10. November GM.**

In the absence of several committee members, it was necessary to check that all of the arrangements for the GM were covered. This was done and the keys of the cupboards handed to RF. Photographs would be taken of the audio and visual layout plus connections as an aid for the December and January GMs when Roger Berry and Trevor Spineage are away. Help will be requested to set up the meeting.

#### **11. Meeting of Herts U3As**

RF gave feedback regarding a recent meeting of Herts U3As he attended. The meeting was looking at ways in which U3A communication can be improved. He informed the Committee that Beacon is used by less than 50% of U3As. The Committee agreed that it would be helpful to have localised clusters set up where local issues could be discussed. TAT are keen for the Herts u3a Network to be reactivated in a less formal structure.

#### **12. Newsletter and E-news.**

The November Newsletter was approved. RF will arrange for hard copies to be made available at the November GM. **Action RF.**

#### **13. Any Other Business**

RF said a new Recruitment Poster needs to be prepared to display in the Parish DC asked for any ideas/contributions to be forwarded to him.

NP said it is important to remind volunteers who are doing teas and coffees to make sure all equipment is locked away in the cupboard at the end of the meeting.