

Minutes of VCV Committee meeting.

Held on 13th July 2023

Committee members present: Ron Fenn [RF] Chair, Julia Scott [JS] Vice Chair and Groups Coordinator, Nick Photi [NP] Vice Chair and General Meeting Manager, David Collins [DC] Webmaster, IT and Publicity, Denise Rees [DR] Events liaison, Lyn Brandrith [LB], Lynda Maris, Minute Secretary

1.Apologies. Dick Downs [DD]Temporary Secretary and E-news editor, Ken Pragnell [KP] Treasurer, Gill Davies [GD] Speaker Coordinator, Rosemary Yates [RY] Membership Secretary, Bob Gettleson [BG]

2.Acceptance of the June CM minutes.

Approved.

3. Matters arising

None

4. Membership 2023/24

4.1 RF said he has received completed form and cheques in respect of four new members. They will be passed to RY upon her return. It is important to ensure new members are greeted on arrival at the GM. He will notify NP of their names as he will be away in August. **Action RF**

4.2 RF said the Committee should consider setting up a “New Membership” role. The postholder could be responsible for ensuring that new members receive a welcome letter and supported appropriately during the initial period of their membership. DC said there is an 8-page brochure on the website with a welcome letter for new members and containing relevant information about the U3A. JS suggested that a copy of the Groups Directory could be included with the letters to new members.

5. Finance

RF said he and JS have been handling payments in July during KIP’s absence. He will be making a payment to MF to cover copyright for admin and two sets of ticket printing. **Action RF.**

6. Groups

JS said the Wine Appreciation Group needs more members. She will put a notice to this effect on the board and announce this at the next GM. The Keep Fit Group is affiliated. KM is the affiliated leader. A notice to this effect needs to go up on the door and JS will send KM a copy of the Policy Document. **Action JS.** JS said we need to find a date in September for a Group Leaders Coffee morning. It was agreed that JS should look at dates after 12th September. **Action JS.** RF spoke about the difficulties experienced in getting Groups to contribute to the Newsletter with regard to their activities. RF will emphasize this at the beginning of the next GM. **Action RF.**

7. Events

7.1 DR said tickets for the visit to the National Memorial Arboretum on 17th October will go on sale at the July GM.

7.2 Tickets for the Winchester Cathedral and Xmas Fair on 29th November will go on sale at our August GM. BK is looking into the possibility of arranging a tour around the cathedral.

7.2 BK requested the issue to be raised for a meeting to be arranged where members can propose ideas for day trips next year.

8 Committee Succession.

RF emphasized the need for a Chair to be identified as soon as possible. We must ensure a smooth succession post October. He raised the issue that DC is also standing down from his role as Webmaster after the October AGM. LB agreed to take on the role of Secretary with the clear understanding that she goes away on a regular basis. DC will provide LB with the VCV laptop for this purpose. LB will ensure that it is available for recording attendance at GMs. DC will familiarize LB with Dropbox. **Action DC**

9. Dropbox Files

RF asked if we need to have a discussion about how files are identified on Dropbox. DC said we have an agreed format for naming and dating which is now being followed almost routinely.

10. October AGM

10.1 RF produced a schedule for the VCV AGM on 19th October. LB said she will be away for the AGM but she will be attending the October CM prior to the AGM. RF will quote LB as Secretary and print out nominations prior to the AGM. **Action RF.**

11. VCV Annual Report 2022/2023

RF has emailed the Annual Report of the Executive Committee for the period 1 April 2022 to 30 March 2023) to the Committee. He explained that this will be going to the Charity Commission as soon as KM has examined the accounts. A copy has been displayed on the VCV notice board. This will be part of the documentation for the October AGM and will eventually be filed in Dropbox with all of the relevant AGM records.

12. VCV Website

DC said there is nothing to report.

13. July GM

JS will contact the Ukelele Group to ask them if they will do tea and coffee. **Action JS.** The speaker will be Simon Smith – Simon who will be talking all about the history of Alms Houses. He was recommended by another U3A member for which we are very grateful.

14. July Newsletter

The July Newsletter previously circulated by TP was approved. It was agreed that in our next Newsletter we will be inviting contributions to an Anecdote Corner.

15. Trustees

RF raised the issue that as Committee Members we are all Trustees of a Charity. He asked the Committee to download The Essential Committee Trustee Leaflet from Dropbox in order to familiarize themselves with charity legislation.

16. Any Other Business

16.1 The committee agreed that a concert by the Singing for Fun (SFF) Group should be included in a GM in either March or April next year. This could be held between the GM introduction and the commencement of the refreshment break. The SFF organisers will be contacted to discuss this. **Action NP**

16.2 The Sixties Dance will be held at GWP on 6th November. It was agreed that tickets will be increased to £16. The Group and the Centre has been booked. Tickets will be sold to members and their partners initially, and then opened up to friends depending on sales.