

Warwick District U3A Management Committee

Minutes of the meeting held on Tuesday 7th November 2023

Present: Clare Johnson (Chair), Ann Bailey, Sam Sexton, Susan Meeks, Anne Powell

Apologies: Mike Cronin; Sharon Hancock; Jen Hemming

- **Minutes of the October meeting:** these were approved.
- Matters arising not on the November Agenda:
 - AB's holiday plans have been shelved for the time being, so no need to arrange cover.
 - Outings: CJ to talk to Maggie Watts re setting up a volunteer group to provide support.

Reports

1. Chairman's report

- Chris Forse is proposing the education day probably early next year and is looking at him and an academic rather than someone from either side of the Israel / Palestine conflict.
Action: CJ to ask Chris for dates in January that we can agree on, for inclusion in Info. Needed by 14.11.23.
- The quiz seemed to go really well (apart from technology). Propose another one in the spring but with support from others besides CJ and AB.
- AGM: IT support and caretaker support required because the side doors will need to be opened and chairs put in the Warwick Room. If we get the same numbers as last year, it's going to be pretty busy. Question have we booked the church beyond February.
Action: SSE to book IT support and AB to book Baptist Church for Open Meetings from February 24 onwards (July and August excepted).
- John Morgan has suggested we might have a training session on the kit we've got such as Roger and the new sound system. CJ agreed that it is a good idea to have several people trained on how to use it.
Action: CJ to follow up with SSE and JM.
- Meeting on Friday with Kenilworth u3a: On the agenda are open meetings; publicity; membership; TAT and the region; AOB.
2.30 at The Abbey Field Hotel. There is a car park at the back.
- The communications working party meets on Friday. The format of the newsletter will be discussed, to determine what will be included in it and who is going to produce it.

2. Treasurer's report

Financial report unavailable in MC's absence.

- Unity Trust Bank Mandate Changes complete.

Jen Hemming and Sam Sexton now additional signatories to our UTB mandate.

3. Groups

- JH has contacted the members who had ideas for new Groups and is waiting to hear from them.
- We are advertising a new Ukelele Group on behalf of Dene Valley u3a, which meets in Wellesbourne.
- The Group Leaders Forum went well with good discussion and action points. The Feedback has already been circulated.

4. ITT Team

- Sam had a meeting with Ken McDougall, who seemed keen to take on Info, producing it using MS Publisher (which Sam had used for a while), so he was passed an old Publisher file, the latest pdf and the incoming updates, but some days later decided that it was too much work, so he won't be contributing to ITT.
- Judith and William Little have volunteered to help Derek with the database, but their meeting has still to be arranged. If they don't prove to be able to assist, Susan Meeks has also said she might help – perhaps all three together? Derek will let Sam know when he has arranged a meeting, but he now has two significant domestic issues to deal with, so it may be a while.

5. Membership

- AB reported that there are currently 982 members, of whom 83 have not yet renewed their membership. 16 new members since last Committee Meeting.

6. Open Meetings

- The simplified use of the mixing desk worked well in October, although the PowerPoint wasn't shown on the monitor at the back of the hall. This was due to an incorrect cable placement by Paul Newton, which he will correct. The method of connecting to the front screen and back monitor has now been updated and it'll be tested tomorrow, hopefully fixing the problem in October of the image not being full-size.

7. Publicity

- The Publicity sub-group (AB; JH and AP) met on 31 October and recommend a full-scale recruitment drive to start after the AGM in February 2024.
- The design and purchase of the following posters and leaflets are recommended:
- A4 posters (one sided) **Action:** Ask Sam for a picture of a couple of members doing something interesting, keeping original words on the leaflet.
- A5 posters (two-sided), which could be used as a poster or a leaflet. One side to be the same as the A4 poster, the other side to contain text yet to be drafted, then to ask Tessa Simpson (PR background) to review.
- 2 roller banners using the 2nd and 3rd design of 3 on the u3a website, with the following added: wdu3a.membership@gmail.com and <https://warwickdistrict.u3asite.uk>
Action: SSE to talk to WordPress re new domain name and to LCN if can use warwickdistrictu3a.org.uk.
- Regarding communication between members at Open Meetings, it was agreed that

Committee Members should make a point of talking to some members at each meeting. AP is starting to Meet & Greet at this week's meeting, but a couple more Committee Members are needed to do this.

- **Action:** AP to draft some words about WDu3a for insertion in local magazines and papers.

8. Content for the December Meeting

- AGM
- Major discussion of Newsletter and Info.
- Communications
- Publicity
- Summer party at Hill Close Gardens

9. AOB

- December Open Meeting, 2.15 p.m. at St Mark's Church 13 December 2023. Programme of events arranged. **Action:** CJ to write to Committee Members with plan for this Open Meeting. AB to purchase disposable cardboard cups for mulled wine.
- AGM. **Action:** SSE to send Minutes and Agenda of 2023 AGM to CJ. SM to check Sue Sheen's records for dates of when documents need to go to the members. Speaker's topic tbc.
- IT support and caretaker support needed at AGM. **Action:** SSE to arrange

10. Date of Next Meeting

- 2.15 p.m., Friday, 15th December 2023 at The Fat Pug.