

# Warwick District U3A Management Committee

## Minutes of the meeting held on Tuesday 11<sup>th</sup> September 2023

**Present:** Clare Johnson (Chair), Ann Bailey, Sam Sexton, Jen Hemming, Mike Cronin, Susan Meeks, Sharon Hancock, Anne Powell

- **Welcome:** Anne Powell as new Committee Member. Anne recently moved to this area from the south coast, where she was a member of her local u3a committee.
- **Minutes of the July meeting:** these were approved.
- **Matters arising from the minutes not covered by the agenda:**
  - AGM booked for 14/02/24 (CJ)
  - December MC meeting booked at Fat Pug (MC)
  - Open meetings booked through January 24 (AB)

### Reports

#### 1. Chairman's report

- **Group Leaders and Renewals:**

Some group leaders (12) have not yet renewed their membership. AB to inform CJ who they are. **Action:** CJ to write to them.

Non-members in groups are not covered by insurance, so CJ to remind Group Leaders to check membership cards are valid or AB can check against membership list. Members who have not renewed membership by end November will be left off mailing lists.
- **Publicity:**

Some groups need new members and more needs to be done to encourage this. Kenilworth u3a advertises on "Your Call" (see <https://yourcallpublishing.co.uk/web-2-0-directory/kenilworth-u3a/>) Small group formed to look further AB, JH, AP.
- **Trip to Jodrell Bank**

No need to subsidise this trip.

**Action:** AB to contact Maggie for list of attendees on this trip to check they are members. CJ to write to members who are willing to help with trips and to plan how best to help Maggie.
- **Notice Boards**

JH would like to see photographs of activities on notice boards.

**Action:** SM to research light weight notice boards. AB to speak to representative at Baptist Church re storing them on site.
- **Education Day Cover/Quiz**

CJ can start meeting. SS to check PA system working OK. SM to meet attendees from 9.30.

Suggested date for quiz: Friday 27 October starting at 2.15.

**Action:** Check availability of venue (Hill Close Gardens) and how many people it can accommodate.

- **TAT and Forum**  
**Action:** CJ to get in touch with local chairs, some of whom have set up a forum outside of TAT. CJ to join via Zoom.
- **Emergency Contacts**  
**Action:** Committee Members to provide Secretary with emergency contact details.
- **Gift Aid and Richard**  
**Action:** MC to make contact with Richard again. MC to take over Richard's role re Gift Aid. CJ to write to Richard thanking him for his services to the MC.

## 2. Treasurer's report

- **Current Financial Position – as at 10 Sep 2023**

Activities Account	£5,765.46 (June meeting £6,698.75)
General Account:	£16,314.27 (June meeting £7,853.71)
Deposit Account(closed)	£7,538.82(June meeting £7,533.34)
<b>Total</b>	<b>£29,618.55 (June meeting £22,085.80)</b>

- **Activities Account – Transactions since last meeting:**

- Bridge Group (Receipts £492.26, Payments £512 hall hire)
- Folk Dancing Group (Payments £99-hall hire)
- Dressmaking & Sewing Group (Receipts £45.75)
- Badminton (Receipts £276, Payments £360 court fees)
- Railway Group (Receipts £30, Payments £200 Wythall museum trip)
- Singing Group (Receipts £50)
- CAMEO (Receipts £42.50)
- Ely (Receipts £112, Payments £677 Refreshments, Tour costs )
- Ramblers Trip (Receipts £70.00, Payments £545 Coach hire)
- Jodrell Bank (Receipts £672, Payments £140 coach hire & ticket deposits)
- Nat Hist Group (Payments-£50 Speaker fee)
- Group Funds held in Activities A/c (£1,560.04):
- Bridge - £153.70 (deficit)
- Badminton - £399.70
- Architecture - £27.39
- Ramblers - £421.25
- Nat History - £640.89
- History - £50.00
- Railway - £138.86
- Dressmaking & Sewing - £35.65

- **General Account**

**Receipts since last meeting:**

- Membership subscription income £9,626.00
- Contribution to bank charges £28.50
- Donations £0.30

- **Costs since last meeting:**
  - July MC refreshments £16.20
  - Membership stamps £150
  - CLA license £64.20
  - Info magazine printing & mailing £849.46
  - CAMEO Hall hire £80.00
  - Cards etc £34.38

- **Membership income 2023/24**

2023/24 Membership income to date is £11,004 (612 paying members).

- **Comparison against budget (2022/23)**

Total income was in line with budget. Although we were slightly down on 22/23 membership receipts this was offset by higher 23/24 membership receipts received in the year. Overall our costs were lower than budgeted due to membership related savings (TAT subscription fees and TAM costs) and significantly lower costs incurred for group start-up funding and speaker fees.

### 3. Groups

- Singing for Fun: 42 members have signed up for this. AP has recruited a pianist to accompany them.
- Slow and Steady Tap Dancing – start date postponed. Day and time to be decided.
- Beginners Canasta – 8 people joined the first session with “lots of laughs”.
- Joy Burdall, a Kenilworth member, has asked if any of our members would like to join her Found Arts and Crafts Group that they are holding at the Warwick Arms Hotel on Friday.
- Nicola, the GL of the sewing group, would like to put on a short presentation of the group’s work. She is suggesting about 10 minutes at the beginning of the next Open Meeting (October).
- **GL Forum Tuesday 17 October:** St Marks Hall booked 11 – 2 for 11.30 start. This needs to be extended by 30 minutes before and afterwards to allow for set-up and tidy up. AB managing food, SH to provide drinks, JH to meet and greet and issue name labels.
- **Action:** JH to contact Group Leaders to ask what they want on the agenda.

### 4. ITT

#### Website

- The website is checked and updated on a regular basis and when Group Leaders send in any amendments. As requested, the front page of the Warwick District site has been changed to reflect the dynamic and friendly image of the members.
- The migration to the new WordPress site is underway and due to roll out sometime in the autumn. There are 700 u3as to be migrated, so it is not known at this stage where we are on the list. We have been advised that there will be a two-hour training session and a handbook for webmasters. These will be undertaken at the appropriate time.
- Sam and Alison will also be meeting with Anthony Hartley, Kenilworth u3a Webmaster, sometime in October to discuss the migration further.

### **Open Meetings**

- Tony Bray decided he didn't have the capacity to update the OM slide show, so Sam will deal with this.
- An ad for a new ITT member is in Info 169.

### **Database**

- Sam had a session with Derek before the latter went away for September and is coping so far. A Gift Aid report has been sent to the Treasurers, which as it's the same format as last year, should be OK, but we'll wait and see.

### **5. Membership**

- AB reported that there are currently 966 members, of whom 665 have renewed their membership. Of these, 166 paid by cheque, the remainder by BACS.
- **Action:** AB to send reminder at end September to members who have not yet renewed.

### **6. Communications**

- To be discussed at Group Leaders' meeting.

### **7. Content for the October Meeting**

- Publicity: need for a discussion re raising profile of WDu3a
- Group Leaders' Forum – CJ to bring PowerPoint presentation to October CM for review by other committee members.
- AGM – need to book speaker.
- **Action:** CJ to invite Sue Roy to October CM in order to discuss booking speakers.
- Christmas Meeting – to be discussed.

### **8. AOB**

- CJ to put talking to Chair of Kenilworth u3a on to-do list.
- Former chair Roger Williams has informed CJ that he has an old projector and microphone. The committee agreed that these be written off and disposed of.
- CM Christmas lunch to be on 15 January 2024.
- **Action:** AB to book venue "Eleven" in Regent Place.

### **9. Date of Next Meeting**

- Tuesday, 10th October 2023 at The Fat Pug