



Washington Village U3A Committee, Stella Maris

10.00am – 20th April 2023

Attending: Derek Ginsberg (Chair), Carolyn Baxter, Lyn Bossons, Helen Edwards, Sandra Graham, Catherine Hambley, Maggie Hope, Tania LeMarinel, Pauline Palmer, Chris Scorer, Julie Stevens

23.43 Welcome

The Chair welcomed Committee members to the meeting.

23.44 Apologies

Marilyn Ward

23.45 Acceptance of the minutes, with the correction of minor typos, of the meeting of 16th March 2023, was proposed by Lyn Bossons, seconded by Helen Edwards and approved by all.

23.46 Matters Arising from the minutes not elsewhere on the agenda:

23.19 Speaker Secretary's Report

Bunting, flags, and possible cupcakes instead of biscuits will also be present to celebrate King Charles' coronation. Union Jack cupcakes at a cost of £60 for 110 agreed and a Union Jack tablecloth purchased. A coronation congratulations card will also be forwarded to Buckingham Palace on wvu3a behalf.

Ongoing action: Pauline to send card to Buckingham Palace

23.27 First Aid

It is considered that first aiders would be a useful addition to the membership in view of the size of our meetings and ages of the membership.

Resolved: Derek to send out email to the membership asking if anyone is a current first aider or interested in receiving first aid training. 40 persons have expressed interest. The first 20 persons, comprising of group leaders and persons paying £20 to be confirmed by Derek and names forwarded to Pauline for the trainer.

Action: Pauline to contact the first aid trainer to book 12th July

23.34 Group Co-ordinator's Report

The Craft Group is causing concern as is the precedent of open membership from the church. The committee have discussed and agreed the group should no longer be u3a but move to a wholly church group although the u3a remain happy to advertise it on Chris's behalf.

Resolved: Sandra to contact Chris to discuss the separation of the group from u3a and removal has now been confirmed

Resolved: Helen to take possession of new noticeboards offered by Chris

Action: Sandra to consult with group leaders in respect of board allocation

23.35 Treasurer's Report.

The verified monthly report was received and a healthy surplus noted. Noted that the grant of £500 from the community chest fund has been agreed and should be received within 14 days. Noted that evidence of expenditure is required and photographs of groups and facebook notifications will be required. The coronation celebration material will increase outgoing costs this month.

Resolved: Lyn to order new kurling equipment when grant is available

23.36 PR Update including Galleries Event 25th April

All is now in place for Galleries Event on 25th April. Volunteers to meet at information desk outside Greggs. Following a health and safety briefing, the event will commence 0900-1300 hrs. The six Group Leaders of Bowling, Badminton, Photographic, Theatre and Cinema, Ukelele, Walking and Drawing and Painting to attend to set up group noticeboards with materials, although only two persons permitted at the tables at any time. Group Leaders may stay nearby, perhaps to have coffee, to remain available. Three tables provided and two customised table covers. New poster and postcards; u3a bunting, sashes and membership forms, plus paper tablecloth purchased by Tania, to provide a professional appearance. Noted that the Galleries WVu3a licence has been received and forwarded for inclusion in web storage.

Resolved: Derek to email membership in respect of PR event details

Resolved: Tania to email group leaders

23.39 IT/Website Report

The IT strategy was reviewed and agreed. Noted that there is a need for additional gmail accounts to be set up. Helen requested accompanying someone going through the online set up so screen shots could be taken to inform a guide to the process for new members. Folders to contain minutes and other documentation can then be set up to enable u3a business/communication. The 'office email address' will be useful in removing communications from personal emails. The u3a electronic migration of beacon is in process. Siteworks and Beacon have set up a separate management system with Helen as manager and Lyn as deputy manager. The Environment group suggest a top level environment page.

Resolved: Helen to send out dates of her availability to support setting up individual accounts

23.40 Safeguarding Policy and other policies and procedures
Safeguarding refers to the vulnerable. Pauline has found the standard u3a policy which is particularly relevant as a protection for individuals rather than the group, hence relevance to CAMEO. Derek, as Chair, is the safeguarding contact on the committee as the person to advise how/where/who to deal with arising issues.
Ongoing Action: Pauline is to complete the relevant policy.
Resolved: Helen to send environmental policy draft to Pauline.

23.42 First Aid
Over twenty persons responded to Derek's potential first aid training email. A trainer has been found who for a cost of £200 will train and provide certificates for 20 persons in two sessions over one day (three hours per session for 10) and will include resuscitation and defibrillation within the training. Currently the trainer has dates free in May and June.
Ongoing Action: Derek to send an email to the interested parties indicating a cost of £20 per person, however as group leaders require the training, there will be no cost to any group leader. A waiting list is to be compiled in the event of drop outs. A proposed date of 12th July.
Action: Pauline to confirm 12th July with the trainer

23.47 Membership Secretary's Report
Nine new members joined, five of them male. Four members have resigned since the last meeting. Currently there are 223 members including 65 still to renew but expected to pay at the next meeting.

23.48 Speaker Secretary's Report
Silver Shanty Men will perform for an hour with a ten-minute break at the May meeting. The list of booked speakers is to be placed on the website. There are some concerns as to the location of the speakers/microphone/presenters as noted there have been complaints about clarity of sound, however the noisy heating ventilation appears to be the main cause of the problems. The choice appears to be to have heating or clarity of sound.
Action: Helen to place the booked speakers list on the website

23.49 Group Co-ordinator's Report
Line Dancing new venue is Harraton Community Centre. Line Dancing will also use our PA speakers. The Quiz Group has now ended for the summer. Noted that two quiz teams will represent the u3a at the regional competition in July. Reading Group 3 commences today, thursday 20th March at 1.30pm to discuss how it will proceed. The running order of monthly meetings was discussed with the suggestion of putting boards up to show group activities/leader. As speakers need to set up before they perform this was believed to be too disruptive, however displaying group leader faces with group information on a slide show to run in the background prior to performances was believed to be a reasonable compromise and agreed. The Group Fair is to be reintroduced in November.
Action: Lyn to produce group/group leader slideshow

23.450 Treasurer's Report.

The March monthly report and the Annual Report were noted. Three changes to the format of the monthly spreadsheet were also noted. The memo of transaction outside account column was removed as it is no longer needed and the accrued balance column takes account of current surplus to keep track of 'owed' and other monies. The net total for groups/net reserves/percentage of annual expenditure is an added line. The old speakers have been sold to Ken Tong for £100. The majority of the £500 council grant went to Pickleball with the balance paying of the group 'debt'. The singing group is about to pay off their songbook balance. The Annual Financial Statement was examined and approved by Tony Morrell of Cestria u3a. Approval of the Annual Statement was proposed by Sandra Graham, seconded by Tania LeMarinel and approved by all. The financial forecast for next year was noted. The approval of Tony Morrell to continue as financial examiner for next year was proposed by Helen Edwards, seconded by Maggie Hope and approved by all. The purchase of a small trolley has been confirmed and forwarded to Derek for his use for the jigsaw/books.

23.51 PR Update including Galleries Event 25th April

All arrangements are now in place for the Galleries PR Event on 25th April with a final briefing list provided by Tania. Noted that the Facebook page targeted 20,000 people and ran for seven days. Volunteers were asked to remember their name badges on the day.

23.52 Network and Regional Report

Meetings had not taken place so nothing to report this month.

23.53 Member's Liaison Report

No cards sent out but one is to go out shortly. Noted that new cards are enroute but not yet received by the liaison committee member. Noted also that the card from wvu3a to congratulate the King on his coronation has been purchased and is being posted this weekend.

23.54 IT/Website Report

Gmail accounts are not yet all set up by all but are in progress. The accounts by postholders are useful for formal communications and storage.

23.55 AGM

Lyn has produced a powerpoint presentation which has been reviewed and confirmed by the committee. Noted that committee members are all uncontested. Pauline has relinquished her vice chair role which has been taken by Tania. Helen has completed the environmental policy. Noted that AGM business will be first in the meeting running order.

23.56 Any other business

Cupcakes for the next monthly meeting in May have been sourced by Tania and will be purchased by Lyn as soon as they become available.

