



Washington Village U3A Committee, Stella Maris

10.00am – 16<sup>th</sup> March 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

23.28 Welcome

The Chair welcomed Committee members to the meeting.

23.29 Apologies

Marilyn Ward

23.30 Acceptance of the minutes, with the correction of minor typos, of 16<sup>th</sup> February 2023, was proposed by Derek Ginsberg, seconded by Chris Scorer and approved by all.

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

23.13(a) **Closed:** It is agreed that the speaker commencement time in future monthly meetings members are not to enter until 10.45 and speakers are to be put back by 15 minutes to 11.15 to permit time for membership to chat.

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 congratulations card will also be forwarded to Buckingham Palace on our behalf.

**Action: Pauline to send card to Buckingham Palace**

**Resolved:** Tania to investigate union jack cupcakes for May meeting

23.21 Treasurer's Report.

Proposal to change the u3a fee for new members joining in February/March was discussed in order to make it fairer to all by removing the ambiguity currently in place.

**Resolved:** Sandra to send email to group leaders reminding them that members are listed in Beacon and new group members membership can be checked.

### 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.

### 23.32 Membership Secretary's Report

Six new members joined and five resigned since the last meeting. Currently there are 217 members. Noted 12 members have no email, Lyn has successfully telephoned them to advise of membership renewals.

### 23.33 Speaker Secretary's Report

Silver Shanty Men will perform at the May meeting. They will charge only transport costs of £40. The Underwater Archaeologist has been contacted as potential speaker for June meeting. Manzani Youth charity update is scheduled for September, although clarification of timing and a speaker still to be sought. Geoff Hughes, 'Xmas Around the World' proposed as Christmas speaker in addition to a Christmas Quiz. A celebration of Chinese New Year to encourage diversity has been suggested for January 2024 meeting.

### 23.34 Group Co-ordinator's Report

Pickleball started on 8<sup>th</sup> March, sessions are going well. Line dancing is up and running and well attended. A third reading group has been proposed as four persons have expressed interest in a new group. Beginners Guitar/Harmonica looks promising. 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.

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

**Action: Helen to take possession of new noticeboards offered by Chris**

### 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.

**Action: Lyn to order new kurling equipment when grant is available**

### 23.36 PR Update including Galleries Event 25<sup>th</sup> April

All is now in place for Galleries Event on 25<sup>th</sup> 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.

**Action: Derek to email membership in respect of PR event details**

**Action: Tania to email group leaders**

#### 23.37 Network and Regional Report

Concerns in respect of u3a committee recruitment remain high. Cestria and Boldon remain at risk of closure. A collection at another u3a on behalf of earthquake relief raised concerns as a charity may not collect for other charities. It was noted that group leaders should bank funds as promptly as reasonably possible.

#### 23.38 Member's Liaison Report

Three cards sent out.

#### 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.

**Action: 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.

**Action: Pauline is to complete the relevant policy and forward to Derek who will look at policies generally.**

**Action: Helen to send environmental policy draft to Pauline.**

#### 23.41 Speakers/PA System

Lyn has addressed the issue of a new speaker system and has noted that there are several options;

- JBL powered speakers which is preferred by responders at an original cost of £295 which has now been increased to £345 by seller which is an average lowest price.
- The first proposal is to replace the two speakers at the moment. The current mixer is not required as it uses our current microphones and is powered electrically. This proposal was seconded by Maggie and agreed by the committee.
- The second proposal is to sell the current speakers directly to William (who has been advising on the purchase) at a cost of £100 which is on par with current private sale prices. This proposal was seconded by Sandra and agreed by the committee.
- Derek has requested the purchase of a small trolley to assist in moving the large number of books and jigsaws currently held by u3a. Chris seconded this request which was also agree by the committee.

#### 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.

**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.**

#### Any other business

23.43 The next monthly meeting on 6<sup>th</sup> April will be before Easter. Membership to be notified of an Easter egg/bonnet decorating competition with two special eggs as prizes on the day.