

## Minutes of Executive Committee Meeting

1.8.22

**Attendees** Derek Reynolds; Dorothy Garman; Anne Hemy; Kath Reed; Vicky Landles; Kath MacEachen; Dave Haddock; Yvonne Bedwell; Ian Bedwell; Anne Paterson; Peggy Robertson

**Apologies for absence** Dorothy Chapman

DR opened the meeting at 12.02pm

Previous minutes were accepted by all members present.

### **Matters arising:**

YB made a proposal to transfer our Bank accounts to Lloyds Bank given our ongoing difficulties changing signatories with our current Bank. This was voted on and agreed by all.

On the issue of Licences, YB confirmed that Copyright Licence is fully paid up and that Music & Film licences are covered by TAT.

### **Agenda**

#### **Correspondence**

- DR opened a discussion on the forthcoming election for Central Office. There are two areas that require a vote: Representatives and Resolutions.

KR proposed we vote against current resolutions which include the proposed increase in fees in April 2023 in line with the annual pension increase. AH seconded and the motion was carried.

KR also proposed we abstain from voting for representation on the grounds that we have no knowledge of the candidates. This motion was also carried.

- This led to a discussion about our own Committee and the vacancies that will be created in April 2023 when several officials will complete their term of office. DH suggested we begin canvassing in January of 2023. This was agreed.
- DH has worked tirelessly to resolve the issue of Committee email addresses, and these are now fully functional and accessible on the website.

Anna Soonawalla has also agreed to continue to give support to those who need it with Android Phones.

- The Ukulele class needs a Group Leader if it is to resume in September '22. DR and AH will follow up on this and look at options. YB reported that there are ukulele class funds being held until such time as the class resumes.
- YB reported that our Annual Return is now completed.

#### **Business Secretary's Report**

- IB reported that Linskill Hall is now booked for monthly meetings until April 2023, and the booking of St Andrew's Hall for committee meetings is in hand.
- IB formally thanked DH for resolving issues with passwords, ID and codes required to access Business Secretary email addresses. This has been far from straightforward.
- Following the request by DR for an audit of WB u3a equipment IB has recovered five I-pads, three of which are being serviced by DH; Business Secretary and Treasurer have one each. The printer will be serviced and passed on to AH for u3a use.
- The audit is ongoing. IB suggested an up-to-date list of all functional equipment be compiled and a list of obsolete items be added to the Annual Financial Report based on current estimated value. DR suggested IB & KR complete this. IB requested a response from everyone on the committee even if they do not have any equipment.

### **Treasurer's Report**

- YB reported on the issue of changing signatories with Nat West Bank. (See correspondence). The Committee agreed to YB's proposal to move our accounts to Lloyds Bank. This is in hand.
- YB has enquired about fuel expenses and was advised that it is for the individual u3a to decide.
- YB clarified the confusion regarding licence fees. (See Correspondence)
- YB reported on cost of the TAM magazine. This is an inclusive part of membership fees and currently sent to members by Royal Mail.
- YB raised the issue of change of address of Members. DR suggested including a request for updates in his chairman's report at the next Monthly Meeting as well as an entry in the monthly newsletter. KR suggested an appeal on the website & Facebook page with DH to post. This request to include any changes of email address also, for the purposes of receipt of the newsletter.
- YB asked for advice about the publication of Treasurer's Reports. VL suggested compiling a quarterly summary and DR suggested posting a monthly report on both notice board and website (on the Committee page). DH made suggestions on ease of navigation for this.
- IB proposed that Treasurer submit the annual return to Head Office instead of Business Secretary as she has all the necessary figures to hand. This was agreed.

### **Membership Secretary's Report**

- Peggy Robertson, incoming Membership Secretary, has amended the format of the written report slightly. New members are added, and obsolete members will now be deleted. PR requested that any updates be passed on to her throughout the course of the year. DR will oversee the transfer of responsibility for this to PR.
- PR has designed a new format for the application form 'Join Us.' This will now also include an option to send the completed form by post to accommodate all options for potential members.

- A discussion began about monitoring current members for attendance at the monthly meeting and classes. DR requested that Group Coordinators email Group Leaders asking them to check for current membership status, as well as current email address and home address.
- Our membership now totals 319. We had 340 members on file however 21 of those are now lapsed.

### Group Coordinators Report

- KMc reported that over the summer months there are several groups struggling for numbers in attendance. It was agreed that the Group Leaders can decide on suspending their activity until September.
- KMc suggested that a date for the 'New Members Meeting' be given by PR when the application process has been completed. VL volunteered to substitute for KMc at the next meeting for new members.
- KMc opened a discussion about responsibility for the notice boards. DR advised that it is a collective committee responsibility.
- Posters are required to publicise the new Photography and Art Groups. DH agreed to assist with this. There is also a suggestion for a possible 'craft' group.
- DG distributed lanyards for the incoming Committee Members.

### Anniversary Celebrations

- KR gave an update; room, date, food, tables, décor, music, and tickets have all been organised. The sub-committee are due to meet soon to finalise details. Any expenses will be met from the Anniversary Fund.
- There is a need to select 'background music.' DH will look at options and report back. KR suggested it would be beneficial to us to get some sort of Press release on the event. This was approved and KR & AH will make enquiries.

### A.O.B

- An update was given on the 'tree-planting' suggested by Jean Lawson's 'Discussion' Group. The Linskill Centre has responded to a request for permission to plant a sapling in one of their gardens. They have suggested a plot in front of the building with an accompanying plaque attached to the nearby wall.

DH was asked to make suggestions on an 'appropriate' sapling in consultation with Jean Lawson.

KR suggested that Jean Lawson and her group receive formal thanks on behalf of WBU3a. This was agreed.

- DR asked committee members about I-pad training with Mike Martin at The Low Lights Heritage Centre. Several members expressed an interest.

- Obsolete documentation. Following on from last Committee meeting, DH has volunteered to incinerate any out-of-date paperwork held by Committee Members to date.
- A sub-committee has been formed to oversee the design and printing of WBU3a contact cards. DR proposes that these be distributed to all members for personal use and to pass on to any other non-members who express an interest in the organisation.
- PR has amended any errors on the recent programme booklets for distribution to new members. PR also raised an issue on obsolete letter format on Beacon. DR suggested liaising with our other access users and to then delete agreed formats.
- KR offered apologies in advance for her absence at the next monthly meeting and DR agreed to oversee the Speaker in her place.
- KR suggested there might be an interest in 'Organised Trips' among our members. She suggested publicising an overnight trip to a Xmas Market to gauge response. It was agreed to post a notice on the board at our next monthly meeting
- VL made a proposal to discuss refreshments at monthly meetings. This will be added to the agenda for the next Committee meeting in September.

Meeting closed at 13.58

Date of next meeting: Monday September 5<sup>th</sup> 12:00 pm