

Minutes of Executive Committee Meeting

7.02.2022

Attendees Derek Reynolds; Dorothy Garman; Anne Hemy; Dorothy Chapman; Kath Reed; Kath MacEachen; Dave Haddock

Apologies for absence Andrew Freckingham;

DR opened the meeting at 12.10am

Previous minutes were accepted by all members present.

Matters arising: None

Agenda

Correspondence

DR will fulfil AF's duties as Business Secretary until further notice. He reported that The Charity Commission required WBU3a annual return for April 2020 (early lockdown). This has now been completed.

Treasurer's Report

- i) Main income in January was from membership fees and raffle. Outgoings: room hire, refreshments and Committee expenses.
- ii) VL reported that a lapsed member had re-joined, and that the Copyright licence has now been paid. This is valid from August 1st until July 31st. DR asked for clarity on what this covers, and suggested the information is available on U3a national website.
- iii) VL also reminded committee that from now until April membership joining fee is £10. Also, since VL is about to reach the end of her term as Treasurer, there is a pressing need for a member to step into this role.

Membership Secretary's Report

Our membership now totals 315. We welcome 9 new members since our last monthly report with 2 further enquiries pending.

Group Coordinators Report

DG and KM reported that 20 members will be attending the New Members induction meeting prior to the monthly meeting on February 16th.

A progress report was given on prospective new groups

- Reading Group 2 14 interested; 2 prospective Leaders; Venue to be finalised
- French 2 8 interested; prospective Leader available
- Real Ale 5 interested; further publicity required
- Wine Tasting 4 interested; more names required

- Table Tennis 6 interested; Leader Vicky Landles; Possible day, Thursday p.m.
- Tai Chi 4th group now running Friday p.m.
- Dance Fitness 27 interested; Begins Thursday 28th April; Qualified Teacher

A review of all groups is scheduled for April '22

DG emphasised the need for postcodes to be displayed on venues for activities to help any members new to the area and information leaflets/yellow booklets were discussed. KR requested a review and updating of yellow booklets. AH asked about Risk Assessments and DR suggested covid advice be adhered to until further notice. K Mc will send an email to remind all Leaders to wear lanyards and submit risk assessment sheets. KR suggested this could possibly be monitored by a member of the committee as a specific role.

Facebook Page Report

- AH presented progress to date of the new WB u3a Facebook page. DH set up the online social media page with himself and AH as administrators. It has been advertised in the news sheet and website and can be brought to the attention of group members by Group Leaders. Another admin, Jane Flowers, was added with responsibility for vetting and monitoring new and existing members who number 17 to date. Moving forward, there is a need to establish rules of membership and privacy/security settings, and DC highlighted the need for verification of up-to-date, fully paid-up members. KR and DR recommend the page is private, exclusively for members of WB u3a and that JF be co-opted onto the Committee. DH suggested forming an IT/Facebook sub-committee, but KR prefers to keep them separate for the moment.

Website Administration

- DH brought us up to date and reported that there are a number of new volunteers who are happy to assist in more specialist areas e.g. IT; Posters etc. AH commented that this can be seen as a positive move and will improve the quality of presentation of our notice boards.
- DH went on to open discussion on the Members Application Form and suggested several changes to the questions such as likes/preferences for activities etc. DC suggested a New Members Survey be compiled and ready for distribution for the next meeting on February 16th. DG further suggested that a review and edited version of the application form be available by May 2022 in readiness for the new Membership Year.
- DG put forward a suggestion on behalf of Derek Wake to include photographs/videos on the website to use in the event a speaker is not available for a monthly meeting. KR recommended a past speaker John Derry who has several talks on the You Tube channels.
- Finally, DH suggested details of venues for the various activities should be included on the website.

Anniversary Celebrations

- i) DR reported that a venue is still to be found. The Linskill Centre was suggested, considered and following discussion voted upon. This was carried unanimously as all our requirements can be comfortably met here. KR identified a date for the event, Wednesday 31st August and this was carried by vote, unanimously. KR will liaise with Ian from Linskill on the decoration of the Hall, capacity and bar service etc. It was proposed that any new members be given the opportunity to join this event depending on availability and on a 'first come, first serve' basis. DR suggested the formation of a sub-committee to organise this event.

A.O.B

- i) DR reminded us that the next monthly meeting will not be held in our usual Hall due to maintenance work ongoing.
- ii) Scammers online have been active recently on members email accounts. DR identified a need for an announcement at the monthly meeting to be vigilant and aware that this is a very real danger to all of us at present.
- iii) The Committee endorsed the sending of a condolence card to Peter Mentel on the demise of his wife Wendy, a long-term member of our organisation.
- iv) KR updated the committee on the Speaker programme following cancellations for March & April. AH made two recommendations for future speakers and then advised Committee of forthcoming in-house training for Trustees on the administration of regional and local u3as.
- v) DR set a date for the next Committee meeting.

Meeting closed at 14.15pm