

## Minutes of Executive Committee Meeting

### 4.7.22

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

**Apologies for absence** Peggy Robertson

DR opened the meeting at 12.06pm

Previous minutes were accepted by all members present.

**Matters arising:** Treasurer's Report (see agenda item)

DR addressed the issue of disposing of defunct papers. Committee have agreed to store any current relevant files online. DH volunteered to ensure the safe disposal of all outdated files. He also raised the issue of how/where future records can be archived. K. Mc suggested each member of the Committee open a personal file on our website until Head office create a new website next year. This was voted on and all agreed.

### **Agenda**

#### **Correspondence**

DR reminded all the forthcoming election for Central Office. We have an ID number to vote but, no proposals have been submitted.

DR met with Ian Bedwell (incoming Business Secretary) to discuss elements of his new role.

- Booking Linskill Hall for monthly meetings. DR suggested an ongoing permanent arrangement.
- Similarly with St Andrews Hall for Committee meetings
- All membership enquiries to RT via email. IB requested clarification of the submission of accounts to the Charity Commission to retain Charitable status. DR asked DG to request the password for the Charity Commission Business email account from Andrew Freckingham to assist the smooth transition of responsibility.

DR requested an audit of WB u3a equipment. A number of items have been difficult to locate. VL has a printer and has passed on a briefcase to Yvonne Bedwell (incoming Treasurer). KR informed of the existence of a store cupboard in Linskill. IB will pursue with KR offering to assist. Some equipment was sold to aid a new branch of u3a being formed in Cramlington. The audit is ongoing.

DR confirmed WB u3a insurance fully paid up and functional.

**Business Secretary's Report** Pending; in transition

**Treasurer's Report** Pending; in transition

- Three signatories are in the process of being submitted for approval to Nat West Bank. They are Yvonne Bedwell, Vicky Landles and Kath Reed replacing Derek Wake and Andrew Freckingham.
- The fee for regional membership £52.50 is due. This is optional but DC advised that membership is beneficial to our group. This was voted on and agreed by all.
- YB raised a query about licence fees. Copyright licence runs from August to August each year but there are also Music and Film licences. It is unclear whether these are covered by Copyright or considered separate. YB will enquire and report back to the next committee meeting

**Membership Secretary's Report**

Our membership now totals 339. We have welcomed 8 new members since last month with 3 further enquiries pending. This number varies from last month with 340 members on file. The difference is due to non-payment of fees for the current year. A twelve-week period is allowed for late payment. This will expire on July 25th. Following on from this date, Pat Clark will be asked to compile an up-to-date members list.

DR asked for volunteers to assist Brian Bailey on registration for July's monthly meeting in the absence of Pat Clark. Anne Paterson volunteered. KR and AH are unavailable on that date.

DR informed the Committee of the recent demise of one long term member, Isobel Taylor and one recently retired member, Bill Oswald who stepped down from his membership and group leader role due to ill-health. Condolences will be sent to the family of both parties.

**Group Coordinators Report**

DG reported that all 11 new members will attend the new members meeting prior to the monthly meeting on 20<sup>th</sup> July 22. More questionnaires are required. DH will print further supplies.

DH provided data on the number of 'hits' certain activities have had on our website. In the new groups section, Photography has had 22 hits; Dance Fitness 133 hits; Scrabble 41 hits and lots of interest in Sunday Lunch Club and Art Appreciation. AH queried access for Group Leaders to post information on the website. DH informed us that this requires a password. AH also queried the requirement of Group Leaders to submit a monthly entry to the newsletter. DC confirmed that this is needed if a Group Leader wishes to keep their members informed. DC also asked about the circulation of the newsletter this month given Pat Clark's forthcoming absence. Ann Empson will ensure the compilation and distribution of the newsletter.

The new Art Group has a leader available and is a 'painting for pleasure' activity. No tuition will be offered.

The Real Ale Group is ready to go, and DH is organising a 'pub crawl.'

DH has offered to lead a 'Gardening' group, and this is under consideration.

Lastly, there have been requests for another 'Wine-tasting Group.' K Mc has volunteered to establish this new group in the absence of a named Leader. There are already a number of names on a waiting list for this. DR offered to assist K Mc in setting this up.

### **Anniversary Celebrations**

KR gave an update. To date, the room, date, food, tables, décor, music, and tickets have all been organised. She was at pains to commend the time and effort taken by DG and DC with respect to sorting the tickets. This has been a mammoth task with 104 tickets sold. A programme of events was considered with several options for the entertainment still being considered.

KR has appealed for cake stands for each table. DR will announce a request at the next monthly meeting along with an update on this event.

An enquiry was made regarding the 'tree-planting' suggested by Jean Lawson's 'Discussion' Group. K Mc suggested Jean approach Linskill for permission to plant a sapling in one of their gardens.

### **A.O.B**

DH took an up-to-date photograph of each member of the new Committee for display on the board at monthly meetings.

The present Committee have all now been accepted as Trustees and all necessary documentation will be submitted to The Charity Commission.

VL raised the issue of petrol mileage allowance. DR suggested YB look at current recommended rates and report back at the next Committee meeting.

AH gave a report on the Dance Fitness class which prompted discussion about 'grants' available for setting up a new class. DR will check the Constitution on ruling for this should it be needed for future new activities.

DR opened a discussion about the prospect of WBU3a contact cards for the purposes of publicity. DH was asked to design a suitable format.

AH asked about establishing a WhatsApp group for the use of the Committee to improve communications. She suggested DH might assist those on the committee who do not already use the app, to download it and give basic help in using it. Its benefits were queried by DR and it was suggested that it will save time in the exchange of committee information; everyone will see all postings and have the option to contribute to the discourse; it will eliminate the risk of emails being

overlooked due to the volume received by any individual committee member, and finally, there will be a ready record of all discussions. A vote was taken and passed with DH as admin responsible for setting up this closed group.

DR set a date for the next Committee meeting, Monday August 1<sup>st</sup> '22 at 12pm.

Meeting closed at 14.00pm