

Minutes of Executive Committee Meeting

09/11/21

Attendees Derek Reynolds; Andrew Freckingham; Dorothy Garman; Anne Hemy; Vicky Landles; Dorothy Chapman.

Apologies for absence Kath Reed; Kath MacEachen

DR opened the meeting at 14:30

Previous minutes were accepted by all members present.

Matters arising:

- Copyright Licence

AF to pay fee for licence in December 21 and put on file.

- Beacon and Cyber Security

Beacon Admin is yet to be resolved. Subsequently ongoing.

- Venue for 40th Anniversary

We are still looking for a suitable venue since Percy Park is not now viable. The Park is a possibility for September '22. DR suggested another option may be The Linskill Centre. Since this will need to be arranged in January '22, it will be included in the January agenda.

Website Administration

- Dorothy Chapman , Dave Haddock and Mike Martin are current administrators. DC reported on the use of the website from October '20- November '21. The web site has been accessed on numerous occasions. DR suggested the inclusion of statistics in the monthly newsletter.
- Several changes have been implemented on the website recently and DC asked for feedback, including suggestions on making it more 'user-friendly' and thus more accessible. She suggested downloadable application forms and AH suggested that a change in format may possibly help. DC also suggested a 'bird' icon in the groups section for ease of contact with Group Leaders, the purpose being to click on the icon which would lead directly to email address.
- DR proposed that this take immediate effect with DG informing Group Leaders along with a request for any other information they would like to be included. A vote was taken and passed by Committee.

- DR will contact Pat Clark regarding the printing of hard copies of the current newsletter to hand out at the monthly meeting, and DC will upload a copy of both the newsletter and Committee meeting minutes on the website.

Correspondence

- Peter Casson wishes to meet with the Committee to discuss the possibility of introducing potential members to the organisation through his employment. DR asked AF to respond to Mr Casson and invite him to attend December's Committee meeting.

Group Coordinators Report

- DG has extended 27 invitations to the next new members meeting in the Mitford Room, Linskill Centre 1-2pm prior to the next monthly meeting.
- She further extended the invitation to attend to DR to make a Chairman's 'Welcome' speech, and to Pat Clark to promote Carpet Bowls Group. DR suggested a termly class fee to cover costs incurred to offset any shortfall for this and any other groups in similar circumstances.
- Risk Assessment forms -DG will request that all Group Leaders collect and return a copy to the Group Coordinators by the next monthly meeting whilst retaining a copy for themselves.
- It was agreed that more interest groups are needed. VL suggested that an appeal for ideas could be included in the newsletter. AF presented a template for 'Starting a group,' and AH suggested 'Dance Fitness,' which was conditionally approved, subject to following the required set procedure.
- Dorothy Chapman suggested an evening/lunch for all Group Leaders at some point in the year to acknowledge and thank them for their time and efforts. This was well received by The Committee.

Treasurer's Report

- Presented by VL and accepted by Committee. Bill Oswald arranged a 'Treasure Hunt' walk and this raised £30. Also, the Canasta group had £30 in funds held over during Lockdown which, at their request has now been released.

Membership Secretary's Report

- In August '21 membership was 267. It is currently 291 with 13 members joining since the last open meeting and a further 2 enquiries pending.

A.O.B

- AF reminded Committee that we still require volunteers to 'shadow' the outgoing Treasurer and Business Secretary.
- Preparations for December's Christmas open meeting are well in hand. Plans for the room layout and catering are being organised by KR and VL who are liaising with Ian from The Linskill Centre
- Owing to a clash in dates, the Committee voted to move future meetings to the first Wednesday of each month. Time and venue to be decided prior to the day.
- AH informed Committee that she has now purchased a Canon printer for u3a administration purposes.

Meeting closed at 16.30