

Minutes of Executive Committee Meeting 08/09/2021

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

Apologies for absence Kath MacEachen; Kath Reed

- Previous minutes were accepted by all members present.

Matters arising:

Correspondence

- Requests for refunds from the postponed Anniversary Event have been received from several members. Names have been passed on to the Treasurer, VL, to respond.
- Mike Martin emailed regarding the end of his term of office.
- The Park Hotel informed us that their refurbishment will not be complete in time for the proposed alternative Anniversary Event. This prompted discussion on options for an alternative venue. VL suggested Percy Park RFC and will make enquiries as to availability on Wednesday June 1st 2021 to coincide with the Queens Birthday Celebrations.

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- Group Coordinators will contact Group Leaders to identify those who might need access to resources for education purposes. AF (Business Secretary) is in the process of negotiating a fee with TAT.

TAT AGM

- AF represented Wbu3a at the recent online AGM. a) Most notably fees are to rise from £3.50 to £4 per member in 2022. b) New Chairperson is Dr Liz Thackeray. c) There will be no Beacon upgrade.

Treasurer's Report

- Transition of signatories has been requested by VL to take place on 21/09/2021
- Discussion was held on the monthly raffle to consider whether or not it should be continued. It was agreed that it should for the time being, to be reviewed at a later stage. Expenditure on teas & coffees was also discussed in terms of numbers. This also will be reviewed in relation to numbers of members attending the monthly meetings.
- It was agreed that only essential items should be purchased until annual expenditure becomes clear.

Business Secretary's Report

- IT support handover. The redistribution of Mike Martin's main roles to date i.e., Beacon; IT support & sound systems.

Beacon

- Pat Clark and Dorothy Chapman attended the meeting in an advisory capacity. Mike Martin is stepping down from his role as Administrator so PC & DC have agreed to familiarise themselves with the role in anticipation of picking up from MM. Ideally it would be beneficial for all Committee Members and possibly Group Leaders to have access for administrative purposes.
- This prompted discussion on maintenance and regular updating of WBU3a Website. DC is happy to take over this role from MM but wishes to enquire about cyber security first.

Charity Status.

- AF informed the meeting that WBU3a has been reinstated as a Charity. Covid has created a loophole governing charity status with respect to income but AF will contact the Charity Commission to confirm the validity of our Charity Registration Number.

Membership Secretary's Report

- Current membership numbers are 267 to date. Two have joined since our last monthly meeting with 9 others pending. Numbers are closely monitored by Ray Taylor and Pat Clark. Lapsed members are given 3 months to re-join but relinquish their membership if they do not respond within that time scale.

Groups

- AF has now purchased lanyards for all Group Leaders as a form of identification at monthly meetings.
- The New Members Meeting was held prior to the last monthly meeting and was considered a great success. 14 new members attended with a further 10 enquiries received.
- The current proforma on Risk Assessment has been updated with specific reference to Covid 19 required for insurance purposes. DG will compile a list of those Leaders who still need to complete a risk assessment. Official venues have their own third-party insurance e.g., church halls, and members' homes, if used as a venue for a group are insured through the Wbu3a insurance.
- Group Leaders will be asked to contact all group members for the purposes of passing on information.

Publicity

- AF to approach Michelle McCarthy to update the Committee on the current position regarding external publicity, and report back.

Committee Shadowing

- Prospective replacements are required for Membership Secretary, Business Secretary and Treasurer. Training in the form of shadowing will be required.

Linskill Sound System

- AF has approached the regional technical support team for advice. The ongoing problem appears to be that Wbu3a equipment does not sync with the Linskill sound system. Efforts continue to find a satisfactory resolution.

A.O.B.

- VL, Treasurer, enquired about the duration for the storage of past financial records. DC informed us that in business, records are kept for 7 years and then regarded as being obsolete. The Committee agreed to adopt this policy.
- AH enquired about a licence for 'Word' software and PC believes Wbu3a have several licences available. AH requested the use of one for the purposes of drafting minutes of Committee meetings. This was agreed.
- Discussion was held on the printing out of relevant documents by Committee and plans are in place to accommodate printers for those Committee members who don't yet possess one to assist in administrative tasks.

Chairman Derek Reynolds thanked Dorothy Garman for hosting the meeting and it was closed at 13:10pm