

Minutes of Executive Committee Meeting

5th September 2022

Attendees Derek Reynolds; Dorothy Garman; Kath MacEachen; Dave Haddock; Yvonne Bedwell; Ian Bedwell; Dorothy Chapman; Peggy Robertson

Apologies for absence Anne Hemy, Anne Paterson, Vicky Landles, Kath Reed

Minutes of last meeting: Previous minutes were accepted by all members present.

Matters arising:

Noticeboards will be kept up to date by VL. It was agreed that the Constitution and important documents be laminated and posted onto the boards. Additional boards are needed to be purchased for group welcome meetings.

Agenda

Correspondence

- DR had received a letter from Jean Lawson regarding the tree planting. It is agreed that a flowering cherry will be supplied by DH and planted. There is a competition for the wording to be put on the plaque and up until now there has been one entry.
- Group status - DR will talk with Pat Clark and ask her to email the list of lapsed members to the group leaders so they can check their groups. If anyone has not renewed, they should be told to stop attending.
- Jemma James - DR received an email from Jemma, a student at Northumbria University asking if our members would be willing to participate in a study for the over 65s. It would entail being interviewed on a one-to-one basis. It was agreed that DR will make an announcement at the next meeting, explaining it is not promoted by the u3a or mandatory. He will also pass around the information sheet provided by Jemma.

Business Secretary's Report

- IB reported that he was still not receiving emails through the Business Secretary's email account, therefore he will be using his personal account for any correspondence. He has informed the National Office. Dave will amend the link on the website.
- IB confirmed that the Data Protection and Privacy policies have been personalized for our branch and will be posted on the website. DC will put a reference in the welcome pack stating where to find the documents if anyone is interested in reading them. DR will put in newsletter and hard copies placed on the boards during the monthly meeting.

- During the audit of the inventory, IB and AH went to Linskill and was given a box with more u3a items, which are now obsolete. DH has two printers which are working and will be given to committee members.

Treasurer's Report

- YB reported that the signatories at NatWest have still not been updated, so DW and AF continue to sign cheques.
- YB mentioned that VL suggested £50 be held for any refunds that may be requested by non-attendees to the Afternoon Tea celebration. Although no refunds should be given at this point, after a discussion it was agreed.
- DR will call Ray to discuss matters re: the website.
- YB brought up the cost of mileage and it was agreed that no one claims for mileage. The discussion of printing costs was brought up. YB communicated with Pat Clark regarding her contract. Currently she can print up to 300 sheets, but anything over will incur extra costs. PR had already approached Pat in relation to printing the application forms but did not have time to go into it in depth. She will email her to discuss further.

Membership Secretary's Report

- PR was happy to announce that new members are still coming in strong, with 14 during the month of August.
- With the new application forms now asking for emergency contact information, PR asked if she could send out emails requesting the same information from the remaining members. A discussion ensued as to the need for this information and how it was to be used i.e., ideally by group leaders for trips and groups. However, it was also suggested that leaders ask each of the members within their group on the day of activity. DC will set up a tick list to distribute to all group leaders. PR was given permission to initially request the information, without making it mandatory.

Group Coordinators Report

DG stated that there are quite a few new groups still need to be started.

Ukulele - DC looking into new venue for start-up. John Angus volunteered to be group leader with day being Thurs/Friday mornings.

Fine Dining - will wait to see if anyone is interested.

Ten pin bowling - There are currently six members interested and DG will put list on board at meeting.

Italian group - Looking for a leader for beginner's Italian group.

Wine group - presently seeking more tasters to be viable.

Anniversary Celebrations

In KR's absence, it was agreed the afternoon was a huge success. A thank you email received from Mary Dinning was very complimentary. All photos taken should be sent to DH for input on website and FB page. It was also suggested some be sent to the National magazine, Messenger, and the TAM magazine. DR will work on a write up and DH to provide photos.

A.O.B

- a. Barbara Isaac offered to run a Simplified 24 form Tai Chi group. There was concern there might be a clash with the other Tai Chi groups, but depending on day/time, people can choose which class they would like to attend. A sheet will be put out during the next meeting to see if there is any interest. A Monday afternoon or Friday morning slot is proposed.
- b. All Committee members who were interested in the iPad course have registered.
- c. Inventory - See Business Secretary's report.
- d. DR is currently going through all the papers. He is keeping historical and important papers, including documents in relation to resolutions.
- e. DR informed everyone that he is waiting to hear back from the printers regarding the printing of the contact cards.
- f. DH wondered if the website hits and the questionnaire results should be used in some way. DH suggested a separate meeting is necessary for that discussion.
- g. U3a insurance documents will be put on display at the monthly meetings and on the website for all members to see.

Meeting closed at 14:05

Date of next meeting: Monday, October 3rd, 2022, at 12:00 pm