

Witney u3a Committee Meeting

2nd January 2024

Present:

Susie [REDACTED] – SW
Lynda [REDACTED] – LG
Roger [REDACTED] – RC
John [REDACTED] – JP
Doreen [REDACTED] –DK
Corinna [REDACTED] – CW
Terry [REDACTED] – TMcC
Judith [REDACTED] – JH

Apologies

Mike [REDACTED] – MC
Adrian [REDACTED] – AD

Meeting started at 10.03

Narrative	Action	Date Completed
Minutes for accuracy JP one correction wants March 25 changed to March 2025. LG will correct and send amended minutes to SW for electronic signature.	LG & SW	
Matters Arising SW- has been given permission by Kay G (volunteer coordinator) to share her contact details on our various platforms. The current volunteer list needed updating. DK - can it please be put in minutes committee's thanks to Kay G for doing a brilliant job at the Xmas party despite not receiving correct information prior to party. SW - notes on current members meeting was distributed and to date she has received warm responses.. SW - has as yet not sent information to members regarding the possibility of having 2 study days as minutes in November	SW SW	
Chairs report SW - felt overall the Xmas party went well and thanked all who had been involved in helping. RC - attendance was low SW responded that this may have		

<p>been because we scared people off with our pre party communications and limited places available . If members would use Beacon coordination of numbers for events could be monitored with more accuracy and ease.</p> <p>MH we can always use worship area for sitting DK this would not help with numbers for catering and organisation. Discussion held about the new programme not advertising a Xmas Party in Dec 24.</p> <p>DK - this is was clearly stated in the November minutes.</p> <p>SW instructed that programme for 19th December 24 should have no speaker and no Xmas Party but should just say TBA.</p> <p>Committee and GL's (this will be added to Agenda for GL meeting in February) will start planning for a Xmas "event" much earlier in the year.</p> <p>LG- event should not be advertised until there is a plan to manage and organise.</p> <p>DK -please minute how brilliant MC was leading the Quiz</p> <p>CW to send information for this year's programme to RC and JP for proof reading.</p> <p>After discussion committee decided to remove group information from back page. JP will change layout and sent to RW for printing</p> <p>CW asked that if she is not able to attend speaker meeting can another committee member send her feedback regarding the speaker.</p> <p>TMcC - fed back that speaker at last meeting would have been better if he had used hand held microphone. RC this was offered but declined.</p>	<p>CW</p> <p>CW RC JP</p> <p>JP</p> <p>All</p>	
<p>Treasurer's Report Information as per report but reserve account is not receiving much interest. Moving bank accounts too complicated - TMcC will ask our present bank if there is an account with our current bank which give us a better interest rate.</p>	<p>TMcM</p>	

<p>Business Sec report</p> <p>As per report</p> <p>JP - there used to be a business secretary calendar of events.</p> <p>LG - only had a calendar handed over with legal requirements.</p> <p>CW produced a paper copy of a year plan and template of committee member movements.</p> <p>SW thanked CW for these documents which will help to develop a year plan for current committee</p>	SW & LG	
<p>Group Co ordinator Report</p> <p>New cribbage starting with no outlay and using Bridge tables.</p> <p>GL's asked to inform DK of maximum totals their group can have.</p> <p>GL's to use Beacon to record monies taken for groups</p> <p>SW - an email will be sent out in January advertising Group Co Ordinator post.</p>	SW	
<p>Constitution</p> <p>SW - there is a new updated version of constitution, agreed by central u3a, on the website. It would appear this enables less numbers needed for Quorum and allow people to remain on committee for longer.</p> <p>Chair and Business sec to meet to discuss and decide if new version needs to be adopted by Witney u3a</p>	SW & LG	Meeting on 19 th January
<p>Recruitment Strategy Update</p> <p>Strategy may be dependent on new constitution.</p> <p>RC - currently all roles are 3 years apart from treasure which is 6 years.</p> <p>RC - no one yet to replace his role (he does not wish to remain) apart from MC. IT is not demanding but MC already has many roles</p> <p>JP - memberships and Beacon roles should be combined</p> <p>SW agrees.</p> <p>Wendy as been approached regarding committee role</p>	SW	

will reach out again		
<p>Programme Sec report</p> <p>CW would like confirmation of who to send information regarding speakers to. Agreed that it should be RC, SW, MH, Gill B, MK and RW.</p> <p>Discussion regarding u3a email and forwarding this . RC will assist CW to do this.</p> <p>Discussion on informing membership of groups if no longer on programme. JP sends list to renewed memberships. New members automatically receive list.</p>	RC	
<p>Outings</p> <p>Last trip well received and sub group are planning for this year bearing in mind costs to members. DK asked why friends being allowed on cinema trip as this is not in alignment with agreed guidelines.</p> <p>SW asked MH to send out email amendment that only for u3a members.</p> <p>SW asked for names of helpers on each group.</p>	<p>MH</p> <p>MH DK</p>	<p>Emailed sent to members 02/02/24</p> <p>MH sent email on 02/02/24</p>
<p>Audio Visual</p> <p>Report accepted</p>		
<p>Website</p> <p>For personal reasons Gill B may not be able to continue working on siteworks project . Any new person needs to have undertaken siteworks training. RC may be able to takeover on a short term basis. Committee may decide to delay siteworks process . RC will have a conversation and report back.</p> <p>CW asked who would communicate with speakers re their technical requirements at meetings. If given the correct wording she can send out with her usual email but would not be able to answer any queries that arise.</p> <p>MC has the capabilities, but he has many other roles</p>	RC	

