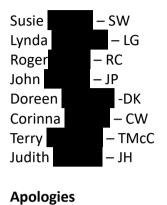
## Witney u3a Committee Meeting

## 2<sup>nd</sup> January 2024

## Present:



Mike – MC Adrian – 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.	SW	
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	
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		

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.		
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.		
DK - this is was clearly stated in the November minutes.		
SW instructed that programme for 19th December 24 should have no speaker and no Xmas Party but should just say TBA.	CW	
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.		
LG- event should not be advertised until there is a plan to manage and organise.		
DK -please minute how brilliant MC was leading the Quiz		
CW to send information for this year's programme to RC and JP for proof reading.	CW RC JP	
After discussion committee decided to remove group information from back page. JP will change layout and sent to RW for printing	JP	
CW asked that if she is not able to attend speaker meeting can another committee member send her feedback regarding the speaker.	All	
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.		
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.	TMcM	

Business Sec report		
As per report		
JP - there used to be a business secretary calendar of		
events.		
LG - only had a calendar handed over with legal		
requirements.		
CW produced a paper copy of a year plan and template of		
committee member movements.		
SW thanked CW for these documents which will help to		
develop a year plan for current committee	SW & LG	
Group Co ordinator Report		
New cribbage starting with no outlay and using Bridge		
tables.		
GL's asked to inform DK of maximum totals their group can		
have.		
GL's to use Beacon to record monies taken for groups		
SW - an email will be sent out in January advertising Group	SW	
Co Ordinator post.		
Constitution		
SW - there is a new updated version of constitution,		
agreed by central u3a, on the website. It would appear this	SW & LG	Meeting on
enables less numbers needed for Quorum and allow		19 <sup>th</sup> January
people to remain on committee for longer.		
Chair and Business sec to meet to discuss and decide if		
new version needs to be adopted by Witney u3a		
Recruitment Strategy Update		
Strategy may be dependent on new constitution.		
RC - currently all roles are 3 years apart from treasure		
which is 6 years.		
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		
JP - memberships and Beacon roles should be combined		
SW agrees.		
Wendy as been approached regarding committee role SW	SW	

will reach out again		
Programme Sec report		
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.		
Discussion regarding u3a email and forwarding this . RC	RC	
will assist CW to do this.		
Discussion on informing membership of groups if no		
longer on programme.		
JP sends list to renewed memberships.		
New members automatically receive list.		
Outings		
Last trip well received and sub group are planning forthis		
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.		
is not in alignment with agreed guidelines.		
SW asked MH to send out email amendment that only for	мн	Emailed sent
u3a members.		to members
		02/02/24
		02/02/24
SW asked for names of helpers on each group.	МН ДК	MH sent email
		on 02/02/24
Audio Visual		
Report accepted		
Website		
For personal reasons Gill B may not be able to continue		
working on sitteworks project . Any new person needs to		
have undertaken siteworks training. RC many be able to		
takeover on a short term basis.		
Committee may decide to delay siteworks process . RC will	RC	
have a conversation and report back.		
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.		
MC has the capabilities, but he has many other roles		

SW leave at moment until RC has a conversation with MC	RC	
RC has researched briefly at laptops for Business Secretary. As this is to be used for clerical works recommends getting one with large screen Choice		
Mid range processor at £600 /£700		
Next generation processor £850 advantage of not slowing down too much with updates.		
Committee agreed to next generation processor laptop.	RC	
Beacon and Membership		
Application form		
DK does not like the word volunteer in section at bottom of first page. After discussion committee decided to remove this but keep tick box for magazine despite cost to Witney u3a JP asked committee to use emails on Beacon properly as per minutes in November meeting.	JP	
Training session for committee members on 24th January 12.00 - 15.00 LG asked if use of ledger can be explained at this meeting.	All	
АОВ		
MH asked if First Aid training is solely for CPR committee agreed only CPR		
DK member has requested a course in sign language. This was not approved by committee as this could be seen as promoting someone's business and is not within the remit of u3a.		
Meeting closed at 13.57		
Next meeting 6 <sup>th</sup> February		
	I	I]