

<p>Existing Members Coffee Meeting SW circulated paper prior to meeting for discussion Open day next year was first issue raised and there was opposition to having another open day in March as this would be too soon after the September open day 2023 (held in September after some pressure from trust to have it in national week for central u3a). JP - March open day is good for membership. AD - why do we have an open day? Originally to increase membership but Witney u3a gets most members from WOM. It also helps internal recruitment to existing groups. JP - September open day generated 23 new members and we do need a steady flow of new members. DK - found September difficult as this is a time u3a members go on vacation including GL's. JP - would it be good to bring AGM back to May as per pre covid. RC suggested postponing open day until March 2025 Committee agreed even if there is pressure from trust next September. SW agreed to keep AGM to early June as gives time for yearend accounts to be completed and audited.</p> <p>At meeting PJ suggested reducing speaker meetings to one per month AD - there was a refinement to this comment of having one meeting January and during summer months. DK asked if there was option of Zoom to be used again as during Covid. RC informed committee there is apparently the facility to stream through the new audio-visual equipment. SW asked if this option could be explored MC agreed to do this. JP - objected. DK - this meets the needs of some members. SW - people like speaker meetings to socialise. Sometimes adjusting systems can be as difficult as continuing (speaker meetings are a lot of work for committee members volunteers and all those involved in making them run smoothly). JP - CW will need to be informed that she needs to get a speaker for the date in March when the open day was due to be held. SW could ask her husband. AD asked if we had a Zoom account answer no but Teams is free Costs were also discussed at this meeting and one suggestion from floor was to abolish the Early Bird offer. Opens option for this to be discussed in the future. Most at meeting agree Witney u3a value for money.</p>	<p>JP wanted clarification on date</p> <p>MC</p> <p>SW</p>	<p>Amended 05/01/24</p>
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<p>Three questions were asked of the audience and answers summarised in SW report In summary people liked us for camaraderie, friendship, trips and diversity of groups. SW - asked if outings could be held on different days of the week. AD - could we have a suggestion book. SW - this could be put on tables at speaker meetings. Some people miss the buzz at speaker meetings. After discussion the committee decided to not change anything at this time and buzz may naturally return. JP - Are people bonded to having books at meeting? One member commented that books create an atmosphere and enable easy interaction especially for new people coming to first meeting. SW books take up large amount of space in cupboard and need to be taken to Oxfam once per month. AD - asked who would do this. SW says she would if there is a trolley to move them. SW - asked if there is anywhere in the church to store books other than the cupboard. DK will ask Mary. MH - it is a shame if there is not as u3a are main customer to church. Next existing members meeting 31/01/24 at 14.00. AD pointed out may need new format for this next meeting.</p>		
<p>Treasures Report SW report self-explanatory and shows committee correct not to change anything this year. RC - was surprised as previously we had to raise subscriptions to remain in the black. SW - speaker costs not as high as expected JP - could we ask members to speak as this would be very much within the ethos of the u3a and keep costs lower. DK - we could put a notice on Beacon asking for speakers. SW - suggested having two study/themed days per year using members as speakers thus saving money and offering on a different day - supplemental to already arranged speaker meetings. SW will float this suggestion at speaker meeting and MC will put in newsletter. SW we will ask members for topics and themes.</p>	MC	
<p>Business Secretary report LG very relieved to have finally been able to sign Ts&Cs to enable site building work to move forward. Committee thanked LG for persevering to complete this.</p>		
<p>Group Coordinator report</p>		

<p>DK succession planning for the next committee member Encouraging all GL's to ensure their group members are correct on beacon and up to date. This will make it easier for successor. She would like all GL's to use the ledger on Beacon MH - can't we insist but committee felt we could not however new leaders are more likely to embrace this technology. SW will emphasise this at GL meeting in January and future communications will ensure GLs know it is important to come to this meeting. DK wants to ensure Steve is comfortable taking updating group information on website. RC commented GL's equally reluctant to communicate re website. All GL's should be aware of incident and risk assessment recording and that these forms can be found on website. DK gave copy of recent incident to Bus Sec for filing</p>		
<p>Christmas Party SW thanked RC and MC for offering to do the music. She also informed committee that Kay G is going to organise volunteers for the day. SW informed committee that a member of the gardening group had offered to decorate the tables. Another member suggested that they could make home-made cakes if a shout out was done on beacon other members would be willing to bring homemade cakes. These members were very pleased to have been approached. After much discussion the committee decided that having homemade cakes would be difficult to coordinate and the offer should be declined. LG and JH both felt as we are an inclusive the refusal should be worded very carefully. Committee were very appreciative, but it would be difficult to coordinate and upscale. SW - we would however appreciate their offer to decorate tables, but decorations would have to be assembled off site and they would not be able to enter the hall until 13.00. SW will buy mince pies and cupcakes. Numbers After discussion and clarification from church we can only accommodate 10 tables in the lower hall allowing for 60 and a further 52 in the cafe making a total of 112. Two further tables can be put into the worship area and people can sit in the seats. Committee decided to communicate with members that the Christmas party can only accommodate 100 people but we will cater for 120. This will be on first come first served basis and be communicated via beacon, newsletter, Facebook and website. Final numbers will be dependent on number of cups available as well as other crockery as it is intended to be waitress service.</p>	<p>SW</p>	

<p>The alternative would be to cancel the Xmas party altogether. Committee did discuss other options of two sessions, different venue buffet style with no tables etc but for various reasons none were a viable option/ SW - Christmas party will not be included in next year's programme to manage members expectation.</p> <p>Privacy Policy Work in progress, AD & SW had zoom meeting and ADi is working on revised policy. RC informed that "Wordpress have a proposed template on the website which has recently Nov 23 been updated.</p>		
<p>Privacy Policy Work in progress, AD & SW had zoom meeting and AD is working on revised policy. RC informed that "Wordpress have a proposed template on the website which has recently Nov 23 been updated.</p>	AD	
<p>Critical Documentation Storage RC LG and AD held a zoom meeting and RC sent out proposal paper prior to meeting. Committee unanimously voted to accept proposals and the purchase of laptop for Business Secretary up to the value of £700. RC will source early in new year and send link to TMcM RC and LG will collaborate on formatting of filing documents</p>	RC	
<p>Recruitment to committee SW attended a zoom seminar and image of committee needs to be seen as fun enjoyable and innovative. Committee needs to discuss our remit at January meeting. MH - do new members need to have a role on committee? SW proposes having new members shadow members standing down. AD asked if there was a need for a role as H&S SW feels this is incorporated in other roles. MC says when RC stands down we will be short on IT expertise.</p>		
<p>Programme Secretary - report accepted</p>		
<p>Outings Co ordinator - outing coming up next day on 8th December</p>		
<p>Newsletter DK thanked MC for a very good newsletter last month committee agreed. MC he will hold back this week until wording on Christmas Party and study/themed days has been agreed.</p>		
<p>Facebook - website SW thanked Gill B for all her hard work. Gill will be updating new site ready to go live as soon as practical.</p>		
<p>Audio Visual</p>		

<p>RC and MC met for training session with Mike Buckle and both impressed with functions of new system. U3a settings can be saved.</p>		
<p>Membership JP asked if committee could give him any comments on new application form, please. As per comment from existing member meeting a box will be added for new members to tick if they would like to volunteer in the future.</p> <p>JP underwent Beacon training on 15th November. Most emails are not delivered because of not using tools. Please do not send email starting with Dear Member as some providers will either put this in junk or not deliver. Start with Dear #FAM and system will use familiar name and if this is not available will use surname.</p> <p>Confusion arises as some members feel they are receiving a person email. You can put at top something along the lines "This email is being sent to all members"</p> <p>SW committee will be offered Beacon training in January.</p>		
<p>Next meeting 02/01/24 AD sends his apologise Meeting closed at 12.54</p>		