

# Witney u3a Committee Minutes

5<sup>th</sup> March 2024

## Present

### Trustees

Susie [REDACTED] (SW)  
Lynda [REDACTED] (LG)  
Roger [REDACTED] (RC)  
John [REDACTED] (JP)  
Doreen [REDACTED] (DK)  
Corinna [REDACTED] (CW)  
Terry [REDACTED] (TMcC)  
Judith [REDACTED] (JH)  
Marian [REDACTED] (MH)  
Adrian [REDACTED] (AD)

### Minutes

Carole [REDACTED] (CE)  
Jan [REDACTED] (JH)

### Observer

Andrew [REDACTED] (AP)

### Apologies

Mike [REDACTED] (MC)

Meeting started 10.05am

Narrative	Actions	Date Completed
CE and JH were introduced to the committee as minute takers. AP was introduced as an observer. It is hoped he will be able to assist with Facebook changes.		
<b>Minutes for Accuracy</b> The Committee agreed minutes as accurate.		
<b>Matters Arising</b> None		
<b>Revised Constitution And Special General Meeting</b>  The Committee discussed the proposed changes to the constitution, particularly the requirement for 10% quorate rather than 20% and the change which would allow trustees to remain on the committee for a total of 9 years in 3 different posts. It was confirmed that the maximum length of time trustees could remain in any post was 3 years.		

<p>The committee agreed unanimously that the model constitution currently offered by Trust u3a, should be adopted and the proposal put forward to members at a Special General Meeting.</p> <p>The Special General Meeting will take place on Thursday 4<sup>th</sup> April at 1.45pm. LG and SW to organize this.</p>	<p>LG/SW</p>	
<p><b>Planning for AGM and process for electing Trustees</b></p> <p>The AGM will take place on Thursday 6<sup>th</sup> June at 1.45pm before the Speaker meeting. There will be a committee meeting immediately after to elect Officers.</p>		
<p><b>Volunteers meeting in April</b></p> <p>The annual tea party for volunteers will be held on Thursday 30<sup>th</sup> May.</p>		
<p><b>Chair's Report</b></p> <p>The Chair's report had been circulated beforehand.</p> <p>In relation to the proposed changes in the Trust u3a Governance structure, the Chair explained that the U3A Trust Board wish to know, as far as possible, in advance how individual U3As will support the proposed changes to the Board. It was decided that the Chair would take the suggestions received from committee members, make the initial decisions and report back to the committee for ratification at the next meeting.</p> <p>The Chairs of local U3As have been advised that their members will no longer be accepted into Witney groups unless they join as associate members. This does not apply to those already taking part in the groups. JP to email all Witney members to let them know.</p> <p>(JH) left the meeting at 11.00.</p>	<p>JP</p>	
<p><b>Treasurer's Report</b></p> <p>The Treasurer put the following resolution to the committee.</p> <p>We resolve that: If we add or remove Authorised Signatories in the "Add or Remove Authorised Signatories section on the mandate form, the Bank will update our mandate accordingly for the accounts we specify in this form's "About your Business" section.</p> <p>If we change the Signing Rules in the "Change the</p>		

<p>Signing Rules on the Mandate” section on the mandate form, the Bank will update our mandate accordingly for the accounts we specify in this form’s “About your business” section. And the current mandate will continue as amended. It was passed unanimously.</p> <p>The committee also unanimously agreed to add the Membership Secretary (JP) as a read only access to the Business Account.</p> <p>It was decided to review the signatories to the bank account after the AGM.</p>		
<p><b>Business Secretary’s Report</b> LW requested that JP gives CE and JH access to committee member’s emails via Beacon.</p>	JP	
<p><b>Group Co-ordinator’s Report</b> DK advised that she may have found a replacement Group Co-ordinator but because of family circumstances, this was on hold at the moment.</p> <p>There is a problem with members who do not have email and therefore require contact by telephone and by the delivery of paper newsletters. It was proposed that all contact would in future be by electronic means. After some discussion, this was agreed. Help and training will be offered and a buddy system could be used where group members without email could be telephoned by another. Printed newsletters would not be produced in future. MC was asked to report in the newsletter that it will only be distributed by electronic means in future.</p>	MC	
<p><b>Programme Secretary’s Report</b> CW reported that the recent meetings had been well received. The last speaker needed a pointer but laser pointers don’t work with the solid state system. RC will investigate what alternative can be used.</p> <p>There are some changes in the programme. CW will send to RC to update the website.</p>	RC  CW/RC	
<p><b>Membership Secretary’s Report</b></p>		

<p>JP reported that there are 686 members including 10 who joined from the recent new members meeting.</p>		
<p><b>Outings Co-ordinator's Report</b>  MH reported that arrangements for the Ideal Home Exhibition were in progress and a visit to British Aerospace was being investigated. She hopes to do more coach only trips in future.</p> <p>JP asked that everything be listed under outings so that they can be found more easily.</p> <p>MH will send list to RC to advertise on website.</p>	<p>MH</p> <p>MH/RC</p>	
<p><b>Newsletter Report</b>  The report was received but MC is away so no verbal additions.</p>		
<p><b>IT, Website, AV Report</b>  It was decided to close the private Facebook page which was set up for use through Covid and is not now widely used. AP was asked to do this and he agreed.</p> <p>Any outstanding information to be passed to RC to add to the website. MC to inform members in the newsletter.</p> <p>Log in details for the Ondrive account to be passed to SW/LG as per the IT report.</p>	<p>AP</p> <p>RC</p> <p>MC</p>	
<p><b>Publicity</b>  Facebook already mentioned in IT report above.</p>		
<p><b>Any Other Business</b>  JP showed the committee the programme card for the coming year. Invoice to be passed to TM.</p> <p>The new badges are to be distributed imminently.</p> <p>Dates agreed:  SGM Thursday 4<sup>th</sup> April 1.45pm  Member's Coffee Meeting Tuesday 30<sup>th</sup> April 2.00pm  Group Leader's Meeting Tuesday 21<sup>st</sup> May 2.00pm</p>	<p>JP/TMcC</p> <p>DK</p>	

Volunteer's Meeting Thursday 30 <sup>th</sup> May AGM Thursday 6 <sup>th</sup> June 1.45pm		
The meeting ended at 12.45pm Next meeting 2 <sup>nd</sup> April 10.00am		