

Witney u3a Committee Meeting

FINAL

Agreed by Committee as Accurate at March 24 meeting

6th February 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
Marian [REDACTED] – MH
Mike [REDACTED] – MC
Adrian [REDACTED] – AD

Meeting Starting 10.04

Narrative	Action	Date Completed
Minutes for Accuracy MH asked for her name to be added as attending meeting. AD, JP and RC commented prior to meeting	LG – all comments were including in Final Draft minutes	06/02/24
Matters Arising SW and DK will add to agenda for GL meeting on 12/02/24 an item regarding planning for a Xmas event for members TMcC looked on line regarding a higher interest account for reserves but has not yet approached bank.		
Chairs Report Year planner and Committee member register – to date only CW has contributed. SW will circulate during coffee break for all to contribute. Constitution SW and LG met to discuss the new model constitution developed by u3a Trust. SW would like to propose adopting this constitution in entirety rather than change parts of current constitution. The reasons are to make the numbers needed for a quorum 10% rather than the	All	

20% and enable people to remain on committee for 9 years rather than 6 years (under guidelines in new model constitution) and enable variation regarding vice chair as AD is standing down at end of year. New model would also ensure we are working within legal requirements of Charities Commission.

PJ reminded committee we are an independent charity but under the umbrella of u3a trust rules and guidelines. The new model will have been vetted by lawyers prior to launching.

Discussion was held and although some committee members expressed they were being rushed to make a decision SW explained the need for urgency was the timing of arranging a special general meeting prior to the AGM in June.

Reviewing current constitution against new one is an almost impossible task. SW and LG had both looked at this option. New model tightens up reporting procedures to both u3a Trust and Charities Commission.

New constitution on u3a website however JP emailed it to all committee members.

SW asked for all members to read the new model by close of play on Sunday 11th February with either a Yes or No. If one member votes no we will have to review at next committee meeting.

Recruitment

One person responded to email advertising for new Group Co Ordinator and DK is meeting her on 07/02/24. If she is not interested in this role other roles will be discussed.

CW has met with MC regarding programme organiser role

AD standing down - the need for Vice Chair will be dependent on adoption of constitution.

Trips and outings

Strong response to outings guidelines

SW – we should not dilute this statement as first and foremost benefits must be for paid up members but equally it is sad if partners/friends cannot attend and we have spaces.

SW MH and JH met and discussed opening events/outings to members first with a closing date after which if there are vacancies it can be opened up to friends etc.

JH expressed it is important to fill spaces as we have to pay in advance for buses and tickets.

TMcC explained cinema is different as we only need to

All

<p>achieve number of 20 despite there being 120 spaces. SW asked for a vote to adopt outing policy. All committee agreed to adopt.</p> <p>SW apologised for sending out email for minute taker without consulting committee. She has had 2 responses and met with one member.</p> <p>LG – it is impossible to take part fully in meeting whilst taking minutes</p> <p>AD – person would need to sign confidentiality agreement.</p> <p>SW – asked for votes to go ahead with proposal. Majority voted yes and later in the meeting the whole committee voted to go ahead.</p> <p>SW asked for responses to the FFTF proposal for u3a council. She will collate and send unedited to u3a trust</p>	ALL	
<p>Treasurers Report Expenditure includes the purchase of new equipment Some issues with gift aid but with help of DK this should be resolved. May have two reports for gift aid either this year or next as wrong year sent initially. Claim adds up to approx. £6K Illustrates need for knowledge to be kept on committee.</p>		
<p>Business Secretary Report Thanks committee for approval of new laptop. Most of the information has been transferred over to laptop but is a work in progress.</p>		
<p>Group Coordinator report DK – managed to book self on Beacon training on 19th and she is meeting potential new co Ordinator to discuss role.</p> <p>Associate members/adjoining members Paper from DK JP definition of associate member on beacon Adjoining members are from u3a's surrounding Witney who have fewer groups. It is responsibility of GL's to check status of their members. JP proposed stopping adjoining members on a forward basis. Committee agreed. SW will send a letter to chairs of local u3a's and from that date we will not accept adjoining members</p>		
<p>Programme Secretary March speakers booked SW – speakers have been excellent and well received.</p>		

<p>Membership Report</p> <p>Nothing to add to written report apart from the fact that 6 members joined yesterday from new members meeting.</p> <p>AD congratulated JP on new application form and finds the “How did you hear about us” information useful. Committee should be mindful of this when setting budgets for publicity.</p>		
<p>Outings and Trips Report</p> <p>Cardiff Trip over subscribed with long waiting list.</p> <p>Ideal Home exhibition in April and already had 55 members express interest.</p>		
<p>Newsletter</p> <p>Aims to have newsletter out this week and tries to keep to a maximum of 8 pages. Asked committee for any articles.</p> <p>SW suggested asking KG who may want to put something in about volunteers.</p> <p>DK does not like word “volunteer”</p> <p>Discussion and support people may be adopted.</p>		
<p>IT Website Report</p> <p>RC thanked TMcC for purchasing laptop</p> <p>MC will be undertaking training for role as website builder for siteworks. He has registered with Siteworks to enable him to work alongside GB</p> <p>MH asked who to send her reports to – presently to RC.</p> <p>DK asked for timeline for new site before her support worker could put group information onto website.</p> <p>RC and MC feel 2/3 months is realistic.</p> <p>SW - best to wait until MC up to speed could JP and DK see what can be done on Beacon regarding news to members.</p> <p>RC - migration from old site to new site information now out of date therefore u3a have agreed we can do a new migration.</p> <p>PJ left meeting at 12.37</p>		
<p>Audio Visual Report</p> <p>As per report team are working well and being given more responsibility with less direction from MC or RC. This should give team more confidence if both cannot attend a speaker meeting.</p> <p>Good feed back from members regarding sound.</p>		
<p>Publicity</p> <p>Relevant to where we obtain new members.</p> <p>Discussion regarding Facebook and decision to take down public Facebook at this time unless we can find a person interested in social media.</p>		

AOB MH – how much can we pay 1 st aid trainer – agreed £50 per session. DK – a member asked for clear information of when subscriptions are due.		
Meeting ended 12.55 Next meeting 5 th March		