

**Draft Minutes u3a Committee Meeting  
5<sup>th</sup> September 2023**

**Present**

Suzie [REDACTED] -SW  
 Lynda [REDACTED] - LG  
 Marion [REDACTED] - MH  
 Mike [REDACTED] - MC  
 Corinna [REDACTED] - CW  
 Adrian [REDACTED] -AD  
 Terry [REDACTED] - TMcC  
 Judith [REDACTED] - JH  
 Doreen [REDACTED] -DK

**Apologies**

Roger [REDACTED] - RC  
 John [REDACTED] - JP

SUBJECT	ACTION	Date Completed
<p><b>Minutes Accuracy</b>            No amendments from committee            CW did not receive minutes LG to check she has correct email address</p>	LG	Email did not have number 1 amended 09/09
<p><b>Matters Arising</b>            SW reminded committee attachments on emails to be sent as PDF unless sender wishes recipients to be able to make changes (ie track changes)             SW would like to start to communicate to members the removal of Early Bird offer in September             SW stated that at last committee meeting it was agreed to fund new laptop for GB however recipient informed committee she does not require a new laptop therefore cost to be removed from budget forecast.             MH reminded committee at last meeting RC indicated he would need a new laptop. SW stated this was not</p>	<p>All committee</p> <p>Committee Agreed Action</p> <p>TMcC</p>	

<p>agreed but should be put on the agenda for October Committee meeting</p> <p>AD asked where confidential minuted notes are memorialised. SW and LG with other committee members keep minutes in folders and in future on cloud. Discussion held regarding the fact that any future committee members will have access to these notes. It was acknowledged that nothing could be done about this but the “moment” will be in the past.</p>	MH	
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<p><b>Chairs Report</b></p> <p>SW reported that despite being offered a face to face meeting none of the complainants from the draft outings guidelines had taken up the offer.</p> <p>SW softened the draft guidelines for outings and distributed to committee members prior to the meeting.</p> <p>Following discussion, one amendment in bullet point 4 to read for exceed “necessitate the hiring of a coach</p> <p>DK felt the new guidelines were a bit “wordy” SW and LG feel the new wording is more friendly and less harsh.</p> <p>It was agreed we cannot go back but use guidelines on a forward basis and the committee approved them as “Fit for Purpose” and with above amendment they can be shared with membership on website and with GLs</p> <p>SW drafted u3a standard Complaints Policy and distributed to committee members prior to meeting. Committee approved policy and this will be shared with membership by putting on website and sharing with GLS</p> <p>AD thanked chair for developing these two documents.</p> <p>SW asked a committee member to manage all incoming complaints and the person agreed.</p> <p>SW will explain both documents at GLs meeting later in the day on the 5<sup>th</sup>.</p> <p><b>Chairs Forum</b></p> <p>SW explained this is an informal Facebook group of u3a committee chairs and in essence all groups appear to have similar issues recruiting committee members and group leaders. She will continue to monitor</p> <p><b>Trust u3a</b></p> <p>SW said it is difficult to follow threads of conversations but it appears that the Chairs Forum and Trust u3a are battling regarding forward policies</p> <p><b>Resolutions</b></p> <p>Two for u3a AGM basically regarding how u3a grows</p>	<p>SW</p>	
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<p>and how it is structured.</p> <p>AD concerned that emphasis is on growth where historically a decision was made to review the merits of retention.</p> <p><b>Development Plan</b></p> <p>SW asked the committee if they felt we need a development plan and set objectives. After discussion two objectives agreed.</p> <p>AD asked TMcC if the aim is to maintain an operating budget for 6 months? TMcC confirmed this is the general policy with a caveat that the committee can make adjustments accordingly.</p> <p>SW explained TMcC came up with this budget at the last meeting and could he prepare a statement to this effect so that the committee can review as necessary. TMcC explained a balanced budget is our aim and fee subscriptions are our main income and to cover fixed costs including speaker meetings and hall hire costs. This was the main reason for stopping the Early Bird offer as per minutes last month.</p> <p>AD asked what percentage of operating costs are fixed? TMcC replied fixed costs are high as these include speaker fees and hall hire costs. He will report back to committee in November with analysis of these costs. TMcC stated retention is our strength and this lies with groups who are at the front line not the committee.</p> <p>DK suggests involving GLs in decisions</p> <p>SW commented committee set objectives and ask GLs and their groups for ideas on how to achieve these objectives.</p> <p>SW asked for a subgroup to research ways of retaining members.</p> <p>LG volunteered to lead</p> <p>AD volunteered to join sub group as he feels strongly that by retention we will achieve organic growth</p> <p>Committee felt JP should be part of group. LG to approach JP on his return from holiday.</p> <p>DK reiterated committee are not here to do for membership but membership to have input and we are not a top down leadership.</p> <p>DK group coordinator is vital role for retention as this role enables new members to join groups, develops new groups and provides members with a good service.</p> <p>Witney u3a currently has 62 groups</p> <p>New sub group to report to committee at November</p>	<p>TMcC</p> <p>LG</p>	
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<p>meeting.  Committee decision that the two major strategic objectives will be  Stable Finances  Retention of members</p>		
<p><b>Business Secretary Report</b></p> <p>As per report not much activity this month.</p>		
<p><b>Treasurers Report</b></p> <p>Also reports not much activity this month  Expenditure speaker meetings and new AV equipment</p>		

<p>Some members continue to pay into wrong accounts but this is managed by TMcC and JH AD asked did we have 3 accounts? TMcC replied yes Business account Social account Reserve account which holds 6 months operating costs Business account also shows healthy balance with caveat that we are only half way through the financial year and this balance will continue to decrease Speaker costs low this month as one speaker did not invoice a fee.</p>		
<p><b>Newsletter</b></p> <p>SW thanked MC for excellent newsletter last month MC explained he gave out 100 surveys at last speaker meeting with 55 returned completed. In real terms this is only 9% of our membership but gives an understanding of what members like and do not like in newsletter Please see report by MC Comments overall positive and MC may look at putting back condensed list of up and coming events in Witney area.</p>		
<p><b>New Member experience</b></p> <p>To enhance experience at these meetings a new table layout has been developed with clearer signs on the tables. DK also requested that these meetings are for new members only. If current members attend this makes too much work for her and her team of volunteers.</p>		
<p><b>Recruitment to committee</b></p> <p>SW feels notices are of little value and she would like a clearer idea of which positions are needed and a timeline</p> <p>Recruitment is more achievable with face to face meetings and personal approach</p> <p>DK and CW need to step down and JP may be stepping down. After discussion committee feel membership and beacon roles should be separated into two roles DK stated some people may want role but do not want</p>	<p>All Committee Members by Oct Meeting</p>	

<p>to be on the committee.  SW says this may be possible as long as committee remains quorate  AD asked MC if any members of his team would be interested in beacon role as they may be more IT literate.</p>		
<p><b>Communitcation</b></p> <p>SW stated that communication between committee and members is newsletter, GL forums and website but subject needs to be revisited at a later date. To be put on another agenda.</p>	<p>MH</p>	
<p><b>Group co ordinator Report</b></p> <p>Open Day  23 groups wish tables and/or presentations  DK has purchased badges for GL meetings and to be used by volunteers.  Committee agreed good idea for volunteers to wear badges  Committee decision not to sell second hand books at open day  New regime for open day  Clear signage for all tables  New members to new member table (JP)  Current members interested in joining groups to be sign posted to group co ordinators table (DK)  No sheets with GL's as this led to a huge amount of work for DK and team last year.</p> <p>DK concerned about how we meet the needs of members who do not have access to emails.  Committee decision that group calendar be attached to newsletter as well as a focussed group section written by DK and edited by MK</p>		
<p><b>Speaker Co ordinator report</b></p> <p>CW has been approached for a speaker slot from someone who clearly sees this as a business hook.  Committee advised not to reply.</p> <p>CW asked who would be printing this years programme.</p> <p>LG to email RW to ask if he is still happy to do this?</p>	<p>LG</p>	<p>Completed  9<sup>th</sup> Sep and  reply</p>

<p><b>RW replied he is happy to print programmes he just needs the numbers required, the content and timescale when he will give a quote from the printers for approval</b></p> <p>CW has one speaker who does not charge but asks for a donation. Historically we have paid £80 she asks this is raised to £100. Committee approved.</p>	<p><b>SW CW and All committee</b></p>	<p>received see minutes</p>
<p><b>Business Admin Report</b></p> <p>Brighton trip was a success and team are meeting on Monday 11<sup>th</sup> to forward plan</p>		
<p><b>Publicity Officer Report</b></p> <p>Can it be arranged for someone to bring in the board after speaker meetings as present person cannot undertake this task.</p>	<p>SW</p>	
<p><b>Reports by RC</b></p> <p>Email regarding documents to include on icloud committee agreed all to be included</p> <p>After discussion it was agreed that new members meeting should only be advertised on the private Facebook group until a way is found to resolve staffing numbers.</p>	<p>Addition by LG 15/09</p>	
<p><b>AOB</b></p> <p>MH asked if committee would like further CPR courses this year?</p> <p>SW thinks she has read an email stating the current trainer no longer has time to undertake these courses. She will look for email and get back to MH.</p>		
<p>Meeting closed 12.55 Next meeting Tuesday 3<sup>rd</sup> Oct.</p>		