

Mintues Witney U3A Committee Meeting 2nd May 2023

Present -

Chair - Clare [REDACTED]
Business Treasurer - Terry [REDACTED]
Programme Organiser - Corinna [REDACTED]
Committee Member with no portfolio - Adrian [REDACTED]
Social Treasure - Judith [REDACTED]
Business Secretary - Iain [REDACTED]
Observer - Lynda [REDACTED]
Observer - Suzie [REDACTED]
Group Coordinator - Doreen [REDACTED]
Membership and Beacon - John [REDACTED]
Publicity - Ralph [REDACTED]
Business Administrator - Marian [REDACTED]
Web and Audio Visual - Roger [REDACTED]
Observer - Mike C [REDACTED]

Invited Guest Andrew [REDACTED] - Yearly accounts examiner

1) Apologies

None

Meeting started at 10.00

2) Examination of Accounts

Business treasurer handed out year end financial statement and sheet with year income and expenditure. Adjustments for accruals consisted mainly of capitation fee and some subs paid prior to year end.

Andrew [REDACTED] asked to comment - reserves healthy query let them run down or increase membership as running costs are approximately £1K per month and review on an annual basis.

Business Treasurer informed that capitation fee is accrual and is based on membership of previous year. He has already received invoice for this fee from return of U3A Trustee submitted by Business Secretary.

Andrew [REDACTED] therefore says adjustment should be made before finalising accounts from £1911 to £2500 as per invoice. £1911 was anticipatory figure.

Once changed Business Treasurer and Accounts examiner will sign Year End paper to be sent out to membership for AGM 1st June.

Member with no portfolio commented current reserves are a years running costs and Andrew recommended not going below 6 month's worth of reserves

Business Secretary asked where Liability insurance is included in financial statement - Group coordinator stated this comes from U3A national accounts.

Beacon member asked where £1 Beacon fee per member is recorded - decision made this comes under web costs ie. April figure of £534. Chair asked web member should this be recorded under different heading? Decision to change to IT costs on an ongoing basis. **TM**

Member with no portfolio asked if there was any web costs answer no.

Chair asked diaries are under income but no expenditure entry. Business treasurer explained this is under postage and stationery.

Two losses this year writers' books and diaries.

Member with no portfolio asked Andrew [REDACTED] how does he think we should reserve account. Answer continue as we are and review annually.

Business Secretary queried why hall hire costs rising? Answer post covid.

Questions as to whether hall hire is value for money as facilities for speakers IT equipment etc not satisfactory.

Chair is drafting a letter to send to church committee with our concerns about the frame for improvements keeps slipping and being pushed back. Can fees be reduced?

Chair thanked Andrew for examining accounts this year and past 6 years. This is Andrew's last year. Chair will send letter and small thank present (2 bottles of wine)

Andrew left meeting at 10.35

3) Minutes of last meeting (Accuracy)

Approved - no alterations.

4) Minutes of last meeting - Matter arising

Group coordinator informed committee Bridge tables suffered no damage.

5) Chairs report

The Group Coordinator reminded members that the Worship Area is only insured for 200 visitors and that numbers were 199 at the last meeting. It was noted that the Lower Hall can also be used if absolutely necessary.

Chair reported that majority of Committee and Support roles for next year were filled subject to election at the AGM. Some roles still outstanding (See agenda item 8)

6 Business Secretary Report

Trustee report to national U3A completed and submitted - problematic as needed to complete 2 data bases one for people and one for individuals. After submission you cannot alter figures .

Completion needs more info of committee members including name email and telephone numbers. Permission requested prior to sending
Will require updating as committee members change **Business Secretary**
National office proved to be helpful with completion

Archive materials for 2015/16 being sent for shredding **IM**
List of documents needed for 2022/23 **IM**
Hard copies kept for last 6 years but on an ongoing basis and overtime all will be kept on cloud. Protocol needed for potential headings and how will this role be allocated? **IM RC LG MH**
Chair asked what do we need to keep on cloud. Business Secretary and Membership agreed bulk was membership applications.
Business secretary thinks it is time to think about increasing membership fees to possibly £25 and £20 early bird. 501 members took advantage of early bird this year .
Member with no portfolio asked what are other U3A membership fees?

Membership emphasised that early bird offer focuses member to pay in a timely manner

Discussion about when best time to inform membership and agreement reached to say at AGM committee will be reviewing renewal of membership then put in newsletter etc **Chair et al**

7 Treasurers report

Paper circulated of income and expenditure no questions asked
Draft budget to be circulated by July committee meeting **TMcC**

8 AGM

AGM will be on 1st June and first new committee meeting on 8th June

Provisional Membership and roles, subject to election by members and subsequent appointment to Committee

New

Chair - Suzie XXXXXXXXXX

Vice Chair - tbc from new committee members

Business Secretary - Lynda [REDACTED]

Business Treasurer - Terry McCabe Social Treasurer - Judith [REDACTED]

Group Coordinator - Doreen [REDACTED] with support from Steve [REDACTED], Jackie [REDACTED] and Janet [REDACTED]

Membership - John [REDACTED] for one more year

Programme Organiser - Corina [REDACTED] needs help and will not always be able to attend committee meetings or speaker meetings.

Publicity - Ralph [REDACTED] and Lynne [REDACTED] (Ralph wishes to step down) Lynne does not wish to attend committee meetings. Chair asked Ralph to investigate a way to make it feel correct for him and Lynne. Does he feel he could send a quarterly report.

Chair

Beacon - John [REDACTED]

Newsletter and Audio-visual - Mike [REDACTED]

Website - Roger [REDACTED]

Business Administration - Marian [REDACTED]

Member without portfolio - Adrian [REDACTED]

Honorary President - Pam [REDACTED]

Support roles Linda [REDACTED] replacing Ann Chilton who is standing down as new member support role

Volunteers coordinators - Janet [REDACTED] (Rota) Elizabeth [REDACTED] and Jeff [REDACTED] (Thursdays)

Website - Robert [REDACTED] will help with testing new website and Gill [REDACTED] wishes to be involved until new site up and running

Beacon member reminded committee he will to someone to shadow him from Autumn as he will stand down next year.

Chair

Suzie [REDACTED] informed committee she will not be able to attend AGM or 1st Committee Meeting on 8th Chair asked her to complete a paragraph about herself for next newsletter and to be sent out with AGM papers. Chair also requested other new members Terry, Judith, Lynda and Mike send a short paragraph of introduction about themselves within next few days.

SW TM JH LG MC

Examination of accounts as we know this was Andrew's last year Chair reached out to other U3A with very little success or acknowledgement apart from Carterton but willing member is not an accountant.

After discussion committee would like professionally qualified accountant as examiner. Suzie [REDACTED] and Business Secretary may know someone and will reach out and get back to Chair asap.

AGM papers need to be ready to send out by 8th May and to reach non-internet members by 11th May.

Resolution - Amendment needed to constitution to alter quorum to 10% of membership

It was agreed that those wishing to be on the Committee be announced at the AGM and any other volunteers to be invited to come forward at the AGM, Proposers and Seconders would be taken.

Corinna left meeting at 11.45

Mike asked to put in newsletter for any members who would like to be on the committee to come forward

Papers include

AGM notice

Agenda

Signed Minutes from 2022

Treasurers report, end of year statement and income and expenditure

Chairs annual report

Mini biographies of proposed Committee members **SW MC LG TM JH**

Discussion held on contingency plans for not quorate or too many members attend for insurance purposes. Quorum this year based on membership of 678 will be 136
Need 4 volunteers one per section to count votes if there is a close vote

Chair requested committee sit in front rows and Lynda [REDACTED] take minutes.
Marian agreed to take these at same time. **All LG MH**

9 Cafe and speakers Meeting

Rosie [REDACTED] no longer wishes to organise cafe at speaker meetings. Leadership committee state we can use facilities and supplies but bring U3A bring own milk etc and bank monies twice monthly. **CM TM**

Group coordinator reminded committee volunteers would need training on se of equipment. Chair asked request for volunteers be added to newsletter website etc and anyone interested contact Chair

10 Coronation Tea

Chair reported plans are in hand for this following the Speaker Meeting on 18th May. A toastmaster will propose a toast to the new monarch.

11 Other reports

Group Coordinator report

Business secretary asked if all group leaders had returned their financial year end report. Yes

Discussion held about 2 large groups organising an outing but using Social Treasurers social bank account for holding monies. They did email initially however U3A treasurers not usually involved with monies for groups only from Outings sub committee.

Decision made that if groups organising a large outing of more than 20 people it would be courteous to inform Business Administrator Outings Organiser. Chair to send letter to this effect. **CMcK**

Chair thanked Social Treasurer for developing paper and policy on Group purchases. Chair would like added Witney when u3a mentioned and when completed can this be discussed at Group Leaders meeting and placed on web **DK RC**

Outings report

July Tower of London

August trip to Brighton with suggestions for free activities

September - Buckingham Palace

Not for publication yet but Social Treasurer reminded committee of need to book as soon as practical for Tower of London as it is timed entry. Outings organiser will inform Newsletter, Chair, website FB when ready to publicise and take bookings

MH

Membership report

Currently 678 members 41 new in April

Members who have not renewed have 8 weeks then will be considered lapsed. If lapsed cannot join in with any activities, groups, meetings etc. Members who have not renewed will show in red on Beacon Group Leaders' lists.

This will be discussed at group leaders meeting on 22^N May.

Reminder of non payment will be sent out in middle of May. Potentially we could lose up 100 members **JP**

Barcode system on Beacon discussed to vet membership John says this is too cumbersome and would be a cost as new IT equipment would be needed to "police" it.

Chair asked membership to give committee actual numbers prior to AGM **JP**

Beacon Report

Update to membership portal completed and will be brought to committee in July.

Looking to simplify membership renewal and John attending Beacon training session on 15th July

Business Administrator report

1st aid courses completed. CPR may need updating Marian to approach trainer in Autumn for Spring dates **MH**

Publicity report

Finstock approached and awaiting response
Long Hanborough good area for advertising
Facebook stable

Most membership is by WOM therefore no need to ramp up publicity as this time. Chair asked Publicity and Membership to liaise re most appropriate headings on application form to capture and drill down this information **RW JP**

Webmaster report

Migration still ongoing
New role descriptions on web
Roger needs assistance can we reach out to members
Chair thanked everyone for new role descriptions and Roger especially as all had to be put into a specific format to be placed on website.

Audio Visual

Ongoing issues with church equipment and some speakers complain and prefer to bring own equipment but this usually means only one screen can be used. Chair to draft letter to church

Check upgrades will not affect meetings in June **CMcK**

Some groups particularly complain about speakers in large rooms such as Radford Room. Roger asked for approval to purchase amplifier with radio mike cost of £210. Following discussion permission given. When purchased will be stored in u3a cupboard and key will have to be sought from committee member of which 7 have key. Will need sign out/in sheet **RC MH**

Group leaders to be informed at GL meeting 22nd May and all members through newsletter **DK MC**

Roger to pay and claim back expense

Discussion about renewal of 356 Microsoft will need to be done with a name. If registered under Witney u3a then an individual may incur Business charges.

Audio Visual and Business Treasurer to explore best options and report back **RC JH**

AOB

Murder mystery a success can Business Administrator approach in autumn for another session to be arranged

MH

Chair thanked all retiring committee members for their tireless work.

Next meeting TBC as holidays season

MH

Meeting closed at 13.00