

**Witney u3a
Committee Meeting Minutes**

Date of Meeting: 13 June 2023
Time of Meeting: 10.00 am
Place of Meeting: Jacob Room, Methodist Church

Present: Susie [REDACTED], Adrian [REDACTED], Iain [REDACTED] (for Lynda [REDACTED]), Roger [REDACTED], John [REDACTED], Doreen [REDACTED], Corinna [REDACTED], Marian [REDACTED]

Distribution to all committee members, Pam Jones and file.

1. Apologies: Lynda [REDACTED], Mike [REDACTED], Judith [REDACTED]

The meeting was opened by Adrian [REDACTED], pending the appointment of a new chair.

Committee members confirmed that they were willing to take up or continue in their roles and that there was no-one else wishing to stand in their place. The new committee positions were therefore confirmed as:

Susie [REDACTED]	Chair
Adrian [REDACTED]	Vice Chair
Terry [REDACTED]	Treasurer (Business Account)
Judith [REDACTED]	Treasurer (Social Account)
Lynda [REDACTED]	Business Secretary

All other positions continue as before.

Following her election as chair, SW took over as chair of the meeting.

2. Minutes of the Last Meeting (Accuracy)

It was noted that there were still amendments to be made from Roger Codd and Doreen Kennard which will be sent to SW in LG's absence.

3. Matters Arising from the minutes

It was confirmed that Gordon [REDACTED] has agreed to become the new Examiner of Accounts for Witney u3a. The Chair thanked IMcG for recruiting him and agreed to send his contact details to TMcC. The plan is to get in touch with him towards the end of the year.

Re. headings in the accounts for IT costs, TMcC will check whether Beacon membership of £1 per head per annum is listed separately.

SW will ask CMcK whether the letter to the Church Committee regarding AV improvements in the hall has been sent.

Re. Archive, it was suggested that more could be stored on the Cloud than had originally been suggested. It was noted that it is important that LG is present at any discussion about storage and archiving of documents and agreed that this should be an agenda item at future meetings.

CW asked for confirmation that, as per the discussion at the last meeting, the fee for speakers had been raised to £200. This was confirmed.

TMcC asked about the £46 café money that was banked. Agreed that clarification was needed about who provides the tea, coffee, etc and therefore who should receive the money after each speaker meeting. There was general agreement that if they were provided by u3a, u3a should receive the money. SW to speak to Janet Martin.

It was noted that the Coronation Tea was a great success and thanks were recorded to everyone involved.

A new list of key holders for the store cupboards is to be drawn up and SW will ask CMcK for her keys and her sealed envelope of access codes and passwords.

4. Chair's Report

Re. visit to Blanket Hall on 21 July 2023. It was agreed that Witney u3a would pay for tea and cake for 9 people at £5.25 per head (totalling £47.25). SW will confirm our decision to CMcK as requested. It was noted that it was the Needlework Group and not the Sewing Group that were involved in the quilt and it is their members who should be invited. SW will check with CMcK who is leading on the arrangements for the visit – Witney or National u3a. Further noted that the Blanket Hall has agreed to host the quilt for a further year.

Confirmed that the café for speaker meetings has 25 volunteers on a rota until December. Kitchen training will be done by Isobel Lee.

SW will follow up on the contact from WODC.

5. Business Secretary's report

IMcG confirmed that his handover to LG is complete. He pointed out that in future Lynda will take responsibility for submitting data to the Charities Commission in accordance with their requirements and timetable.

Re. record keeping, he reported that there were some gaps in the record for the last 2 years and that LG would be asking all committee members for copies of all documents in future to ensure, as far as possible, a complete record.

6. Treasurer's Report

There was some discussion about the use of the term 'loan' to the social account and how this would be viewed by the Charities Commission when they look at our accounts. TMcC agreed to check what the Charity Commission's policies are on this.

7. Recruitment to the committee.

It was confirmed that Ralph has stepped down from the committee, despite being willing to continue to work on publicity and to submit reports on his activities to committee meetings. It was agreed that a new Publicity Officer should be recruited to take his place and oversee all PR activities.

CW reminded the committee that a replacement for her will be needed shortly.

8. Other Reports

8.1 Group Co-ordinator's Report

Following discussion at this and previous meetings about the management of group monies, it was confirmed that for sums under £200, group leaders should follow the policy established by IMcG and posted on the u3a website. The payment for larger sums eg for tickets for outings and trips is more complicated as many people want to be able to pay online and there are anxieties about people using their own personal bank accounts. JH and CMcK have been in communication over this issue and JH hopes to come up with a satisfactory approach shortly.

It was reported that the recent group leaders' meeting had gone well. Some of the leaders had commented that they felt distanced from the committee and lacking in information about the work that it did and how decisions were made. DK felt that keeping them more informed and involved might make it easier to recruit to the committee in future.

8.2 Membership Secretary's Report

Witney u3a now has 675 members. 148 have joined since 1 April. 108 have yet to renew and may become 'lapsed'. Reminder emails have been sent to any that have not paid. JP confirmed that if members have difficulty paying, eg because of ill health, their membership will not be suspended.

Following a question from DK about the leader of the yoga group, JP confirmed that she had now paid her subscription for this year. It was also agreed that the person who has offered to run beginners' Spanish group for us should become an external tutor. It was noted that she will need access to Beacon in order to manage her group and should therefore be asked to sign a confidentiality agreement.

8.3 Programme Secretary's Report

CW confirmed that speakers had been booked for the rest of the year. She notified the committee that she would be away for some of July and August. It was agreed AV team and SW would welcome and look after speakers in her absence. JP added that when he is away, Ann Chilton will take his place.

8.4 AV Report

The church has reported that the colour tint on the existing projectors has been investigated by the AV contractors but that the problem cannot be corrected. The church have made a final decision to go ahead with their proposal to replace the current projectors and screens with 98 inch diameter solid state displays despite our previous comments to them that we think the reduction in size may cause viewing difficulties for our members in some circumstances. We will need to adapt to the new equipment when installed.

The request for approximately £320 for a more expensive pa system than was originally approved was agreed.

4 further members of the committee are to be added as users to Microsoft Office including DK and TMcC.

Noted that the new volunteer to the AV team is Graham Jobson.

8.5 Website

Re the website, Gill Breeze is doing a sterling job with the migration to wordpress system tailored to u3a. (Witney was test migration group). More help is needed and it was agreed that RC would write a job 'advert' setting out the requirements of the role and the expertise needed (or not).

It was agreed that management of the 2 Fb accounts would be better placed under the Publicity Officer. This to be pursued once a new PO has been found.

9. AOB

9.1 Picking up on the earlier discussion about the greater involvement of group leaders, it was agreed that, subject to the availability of a room, an initial 'forum' should be held on 29 June in the Methodist Church at 10.00 with as many members of the committee attending as possible. SW will draft an invitation and share with the committee for comments/amendments.

9.2 Re. the Drop in Café, it was noted that 'drop in' is a misnomer as in fact people, particularly new and prospective members, need to be there from the beginning. GB to be asked to make the arrangements clear to prospective attendees.

There being no other business, the meetings closed at 12.45 pm

10. Next meeting will be held on Tuesday 4 July at 10.00 am.