

Draft Minutes from Witney u3a Committee 4th July 2023

Present

Suzie [REDACTED] (SW)
 Lynda [REDACTED] (LG)
 Terry [REDACTED] (TMcC)
 Corinna [REDACTED] (CW)
 Marion [REDACTED] (MH)
 Doreen [REDACTED] (DK)
 Roger [REDACTED] (RC)
 John [REDACTED] (JP)
 Mike [REDACTED] (MC)
 Pam [REDACTED] (PJ)

Apologies

Adrian [REDACTED]
 Judith [REDACTED]

Meeting started at 09.56

Subject	Actions	Date completed
SW welcomed PJ to meeting and informing committee SW had requested PJ to stand in for her at the Speaker meeting on 17 th August as she would not be able to attend and will be in France from 7-29 August. CW also informed committee she would not be able to attend August committee meeting	PJ agreed	1 st August
From last committee meeting minutes SW checked action regarding letter being sent to church about new screens and it would appear it had not been completed The need for this letter to be sent is however no longer required as the church has purchased new screens which should be installed by end of July		
SW informed committee she had spoken to the volunteers who man the cafe during speaker meetings. After discussion consensus of opinion by committee is that it is OK to use church tea and coffee but u3a to bring own milk and all monies less that for purchase of milk to be given to the church. Either Chair or delegated person will collect monies at end of meetings and hand into church at a convenient time with receipt	SW	

for milk.		
SW informed committee she has outgoing Chair's key to cupboard. MC would like to have a key. LG to collate list of names of all those on committee who have a key.	LG to collate names	11th July see list below
General discussion regarding procedures to be taken if a u3a member is finding it difficult to pay subscription and/or unable to attend meetings owing to ill health. However committee do not always know when someone is ill or RIP especially if the person is old or vulnerable. Agreed that we are not a welfare organisation but it may be prudent to send a card. Group Leaders may be the best method of communicating need to the committee. A question could also be asked to the audience during members meetings if they know of anyone in need. Members who cannot get to groups is not the responsibility of the committee to provide transport. SW will write to member who has raised this issue if necessary	SW to write letter if necessary	
DK raised point 9.2 re drop in cafe. After discussion it was decided that this was not the correct title. DK read out a draft paragraph which was approved by committee and will email to LG to include in minutes. Anne to be removed as contact link and Linda added when she has had further training but meantime JP to be contact.	DK email paragraph to LG	
<p>Chairs report</p> <p>Group Leaders forum Attendance at forum - 12 GL, 2 support workers and 6 committee members. SW felt the forum was well received and there was interest in having further forums. There was also useful feedback from GL's re open day in September</p> <p>U3a Trustee meeting in Milton Keynes LG SW and PJ to attend</p> <p>Code of Conduct for Trustees Witney This needs to be signed by all committee members LG to produce electronic version for next committee meeting</p> <p>U3a Members code of conduct SW shared a copy of a sample u3a Code of Conduct for members. Discussion held about use and committee agreed this should be adapted for Witney and given to all existing members and placed in new member pack as well as going onto the website. Gives committee an infrastructure for use if member's conduct is</p>	<p>LG SW and PJ attend Trustee meeting on 18th October</p> <p>LG produce electronic Trustee Code of Conduct</p> <p>SW to adapt and send to committee for approval</p>	<p>6th July adapted code emailed to committee for</p>

<p>questioned.</p> <p>SW and LG to develop complaints procedure and disciplinary procedure (templates on u3a website). After committee approval these will be sent out to Group Leaders</p> <p>Still in progress is guidelines on Managing funds Use of Social Account Capital gains grants RC thinks it is on web but will check with JH on her return from holiday.</p> <p>SW checked that all committee members had a job description. RC confirmed these are also on the web.</p> <p>SW brought up topic that some discussions at committee meetings are confidential and should be minuted but only for committee members and not for open publication. SW would like a mechanism of minuting meetings and confidential items for committee members only,</p>	<p>SW and LG to develop procedures for approval</p> <p>RC check website</p>	<p>comments</p>
<p>Business Secretary Report</p> <p>Thanked outgoing secretary for all help with handover. All committee deletions and additions have been completed to Charities Commission u3a trusts changes have hopefully been completed website is not very user friendly but LG is receiving information as a contact now.</p>		
<p>Treasurers Report</p> <p>TMcC informed committee the £39 was monies from cafe during members meeting but this will be paid to the church. £5 from member JP informed that is subs TMcC will move. Reserve account slightly up as a result of interest. Committee content it should stay at this level to allow for contingency.</p>		
<p>Recruitment to committee</p> <p>SW still has outstanding to develop job description for publicity officer and someone who has a passion for social media and to help build relations with current/new members and local community JP informed committee that at 2025 he will have been on the committee for full term and will need to stand down so need for someone now to shadow position as Membership and Beacon committee member.</p>		

<p>TMcC asked is it necessary for publicity and social media person to be on committee as this may be putting people off volunteering. Same for programme secretary.</p> <p>After discussion it was decided it would not be necessary. SW asked LG to check how many committee members needed to make committee quorate.</p>	<p>LG to investigate number of committee members needed to be quorate</p>	
<p>Group Co Ordinator report</p> <p>Website needs “tidying up”</p> <p>Most members do not look at website or read newsletters</p> <p>Discussion regarding format of newsletter and consensus is that it should only be for news updates.</p> <p>JP informed that some members have newsletters delivered by hand and he checked that those who deliver them are still happy to do so.</p> <p>RC informed that visits to each groups webpage are between 10 and 50 per month however DK and SW both said they use the website for information and will be in these numbers. Group Leaders were surprised committee meeting minutes are always on website.</p>		
<p>Membership/Beacon report</p> <p>As per report status of people has changed to some resigned and some lapsed - 80 this year. Those not lapsed are either ill , paid but no form received or are currently overseas.</p> <p>JP attended Beacon training in June and found it useful.</p> <p>Anyone with issues re emails/access can click on guidebook on home page and watch a video.</p> <p>JP will set up demo for committee with name and email factual but all other info factitious.</p>	<p>JP demo for committee</p>	
<p>Programme Secretary</p> <p>Speakers booked until 2025</p> <p>Speaker on 21st September postponed for open day</p>		
<p>Business Admin Report</p> <p>Tower of London outing cancelled owing to lack of interest</p> <p>Brighton outing over subscribed with waiting list</p> <p>Bucking Palace outing to be advertised soon.</p>		
<p>Publicity Officer Report</p> <p>Nil return</p>		
<p>IT report</p>	<p>RC to assist</p>	<p>6th July</p>

<p>Discussion about committee using own or official u3a email address. SW and LG would appreciate RC assisting to set up using u3a email rather personal one Use of business or personal email individual choice</p> <p>Committee agreed to using a Whats App Group. LG will develop after receiving telephone numbers from JP</p> <p>New PA system discussed RC will purchase within month.</p>	<p>LG and SW</p> <p>JP send telephone numbers to LG LG to set up Whats App Group</p> <p>RC to purchase new PA system</p>	<p>procedure commenced</p> <p>Completed 4th July</p> <p>Completed 5th July</p>
<p>Website Report RC explained migration proving slow and frustrating and will need a lot of work re formatting. Reality of being advanced user. GB will need assistance. Groups website info needs to be kept up to date - Steve will communicate with group leaders and hopefully up date website. SW asked RC to pass on her thanks to Gill [REDACTED] who has committed to continuing to help with website migration despite not living in area. Facebook too much for Gill to undertake.</p>		
<p>Audio Visual Report May have ongoing issues with new screens and laptop resolution may need to be changed. Will await to see impact of new screens with in situ. MH asked if audio will be improved MC explained lapel mikes not as good as fixed ones.</p>		
<p>AOB MC and SW to arrange to meet regarding new format of newsletter.</p>		
<p>Open Day This will be held in the Wesley room all day and worship</p>		

area.		
Meeting closed at 13.00		

List of committee members with keys as per replies received by LG

- SW
- LG
- JP
- RC
- LP
- RB
- DK plus fob to church