

Witney u3a

Minutes of Committee Meeting

Date of meeting: 4th April, 2023

Time of meeting: 10 a.m

Place of meeting: Bethany Room, Methodist Church

Purpose of meeting: 10th meeting of the 2022/2023 season.

Present: Clare [REDACTED] (Chair), Marian [REDACTED], Corinna [REDACTED], John [REDACTED], Roger [REDACTED], Terry [REDACTED] (Treasurer), Judith [REDACTED] (Treasurer), Doreen [REDACTED]

In attendance.: Susie [REDACTED], Phillip [REDACTED], Lynda [REDACTED]

1. Apologies: Adrian [REDACTED], Ralph [REDACTED], Iain [REDACTED]

All present were reminded that all issues discussed during the meeting were to be treated as confidential and not taken outside the meeting.

2. Minutes of the last meeting. Confirmed as accurate.

3. Minutes of the last meeting matters arising not on the Agenda.

- Possible damage to the new Bridge tables. This was deferred to the Group Co-ordinator's report.

4. Chair's report.

- Discussion on whether to re-start the archives, discontinued for several years. If re-started, a member would need to take on the responsibility. Look at existing archives and decide whether to re-start. If so, in hard copy or electronic form tbd. CM
- Minutes to be stored on the Cloud or Microsoft 365. Arrangements to be made. RC
- A different examiner of accounts will be needed for the next financial year. CM
- Guidelines for expenditure for 3 forthcoming events were agreed: Volunteers' and Group Leaders' Meetings – up to £150. Coronation Event – up to £200.
- It was unanimously agreed to invite Pam Jones to serve as Honorary President for another year. CM

5. Secretary's Report:

- Chair read out report in the absence of the Business Secretary.
- It was unanimously agreed that non-office members of the Committee were not willing to submit their details to Trust u3a. This will be reflected in the Annual Return. IM
- JP confirmed that Trust u3a have no access to members' data on Beacon.
- GDPR policy will be finalised on the IM's return and sent to website. IM/RC
- Thanks were expressed by the Committee to the Business Secretary for the huge task of sorting year's of paper files. Only essential papers have been retained. Future documents will be stored on the Cloud.

6. Treasurers' Report.

- A short- term loan had been made from the Business Account to the Social account to cover the cost of tickets to the Kensington Palace in April. This had arisen because some members had not declared they could access the Palace at a discounted rate, but tickets had been bought at the full rate. The excess payment to Kensington Palace will be transferred to the future visit to the Tower of London. The loan will then be repaid between the accounts. MH, JH, TM
- The end of year accounts will be sent to the examiner by April 18. TM
- A draft budget for 2023 – 2024 will be presented to the Committee at the meeting on May 2. TM

7. Recruitment to the Committee.

- A Beacon message had been sent to all members reminding them of the role still to be filled from June onwards. These include: New Member Contact, Programme Organiser, Co-Publicity, Co-volunteer Organiser, Minutes and Agenda.
- One member had come forward to discuss New Member Contact; LG agreed to re-integrate Minutes and Agendas into the Business Secretary Role.
- Outstanding roles to continue to be published in the Newsletter and at Speaker Meetings. CM

8. Other reports

Groups Co-ordinator

- JP reminded the Committee that the Honorary President had explained that National office do not issue rules, only guidelines. It was agreed that this principle should be followed in all matters other than law and finance.
- Damage to new Bridge tables. Investigate if actual damage. DK

Grants/loans to groups

- It was agreed that any group requiring capital investment beyond the means of the group could approach the Committee for a grant.
- A grant is non-repayable. Any purchase made through a grant would be an asset belonging to all of Witney u3a. All members have the right to make use of any such asset.
- A majority of the Committee felt that loans were too complex to administer and should not be offered.
- It was agreed that the criteria for making a grant should be transparent and published to members. The proposed criteria are:
 - Grants are only for capital, not consumable goods
 - Any grant can only be made if funds are available at the time of asking.
 - The goods should be essential for the existence of the group, not merely desirable.
 - The goods should have a lifespan of approximately 10 years so that members can benefit far into the future.

- All members will automatically have access to any asset purchased by grant.
- A safe storage place can be guaranteed for any goods purchased by grant.
- The document presented to the Committee regarding grants to be revised and presented to the Committee to sign off at the May Committee meeting. JH
- It was agreed that the loan previously made to the Bridge Group which had now been repaid and the grant to the Table Tennis group now partially repaid, cannot fall under these new guidelines which cannot be applied retrospectively. The Committee had responded to these requests in good faith and had subsequently discovered the need for a clear policy for any such future requests.
- One more First Aid Group will run in April. If demand suggests, further sessions could be arranged when the trainer has more availability.
- The 'Murder in the Afternoon' entertainment had been well attended and enjoyed. Some members had dressed up for the occasion. The organiser to be asked to put on another session in the autumn. CM

Membership Secretary

- Membership currently 636. 30 lapsed members will be 'chased' and moved to 'Resigned' after 3 months if they do not respond.

Beacon

The Beacon team are updating the existing Portal access. This will be made available to the Committee some time after May. JP

Programme Organiser

- Because of increased overall costs to Speakers, it was agreed to raise the payment threshold per Speaker from £150 including travel to £200 including travel. The overall Speaker budget is therefore £2,400 p.a. with some flexibility within that. CW
- It was agreed that if a Speaker asks for a donation to a charity rather than a fee, the donation offered would be £100. CW

Business Administration

- The AGM will be on June 1.
 - Nomination forms to be prepared for existing Co-opted Committee members and for proposed new members. Committee members who are continuing will be re-elected en bloc. MH
 - Accounts to be agreed at Committee May 2 and sent out with AGM papers. TM
 - Agenda for AGM to be prepared CM, MH
 - A different accounts examiner for next year to be found from a neighbouring u3 to be elected by members at the AGM. CM
 - All AGM papers to be sent out before May 11 by Beacon. CM, MH
Hard copies to be delivered as per Newsletter. ALL
- It was established that 20% of the membership are needed to attend the AGM in order to be quorate i.e. 128 members on today's membership.

- It was noted that, according to the Constitution, all members are entitled to attend and to vote at the AGM. The Church is not large enough to hold all members. An online alternative or proxy votes to be considered for the future.

Chair

Facebook

- The public pages have received 3000 – 4000 visits this month. The private page has a steady membership of 55+. Use of the private page to be encouraged through the Newsletter and at Speaker Meetings.

CM

Website

- Robert will help Gill to migrate the site from SiteBuilder to WordPres
- Another member of the team is needed to offer more support in future.

CM/RC

Audio Visual

- Mike has agreed to lead the AV team. RC will be overall IT Co-ordinator.
- To remain within their budget, the Church will upgrade the audio systems and, possibly, the projectors.
- To increase amplification in some rooms e.g. Radford Room, a karaoke machine might be the answer. To investigate.

RC

A.O.B.

- It was thought the new Bridge tables may have been damaged by Church staff. The manager had offered to pay for any damage caused. However, it was suggested that if the Church pay for damages, the tables could then be thought to belong to the Church. Establish first if the tables are damaged.

DK

The meeting ended at 12. 58 p.m.

Date of next meeting: Tuesday May2 at 10 a.m. in the Bethany Room.