

## Minutes of Witney u3a Committee meeting.

December 6, 2022

### Bethany Room, Methodist Church.

Present: Roger [REDACTED], Adrian [REDACTED], Marian [REDACTED], Judith [REDACTED] ( Joint Treasurer), Terry [REDACTED] ( Joint Treasurer) , Iain [REDACTED] ( Secretary), Clare [REDACTED] (Chair), Doreen [REDACTED], John [REDACTED], Ralph [REDACTED], Corinna [REDACTED].

1. Apologies. None

2. Minutes of last meeting (accuracy). Agreed

3. Matters arising from the minutes.

- Send minutes as a pdf to facilitate opening. MH
- Consider 'long service' gift to Diana James if she has run the theatre group for more than 10 years. JP
- October minutes: amend annual Early Bird discount to apply to new as well as existing members. MH

4. Chair's Report

- A local printer had quoted £63.70 to complete the artwork and print 25 copies. It was agreed to send the unaltered card as a separate pdf with the forthcoming Newsletter. Copies to be printed and delivered with Newsletter to non internet users.

5. Business Secretary's Report.

- Attendance of non-members at external events:
  - allowed only if no members take up the place
  - non-members can be contacted if necessary through the member who invited them.
  - non-members to sign a disclaimer form acknowledging lack of u3a insurance cover before embarking on the event.
  - Outings may have such a form. Chair to contact Outings GL CM
  - Form to be printed and copies to be delivered to relevant GLs. RW, DK
- Financial Policy almost complete. To be signed off at January meeting.
- GDPR. Committee members to make final comments to Business Secretary in time for sign off at January meeting. All, IM
- Concern was expressed that several committee members will stand down at the AGM. It was agreed to take a pro-active approach to recruit members to take over the roles. Preferably those interested would work alongside those currently in post for a while to ensure a smooth handover. Doreen stated that there was a keenness to be more involved among the new members. Recruitment campaign to be designed at January meeting. All

6. Treasurer.

- Assets register. To discuss at January meeting. DK

- Cost of Boards at Speaker Meeting. It was agreed that the Treasurer would Allocate the cost to the appropriate cost centre when drawing up the accounts for the AGM. TM

#### 7. Christmas Party.

- The sounds system of the Worship Area does not extend to the Lower Hall. It was suggested that a playlist be put on a laptop and Blue toothed to speakers. RW, RC
- It was confirmed that copyright for such a playlist is covered by the u3a insurance.
- Members and Groups tables will be in the café area on December 16. Doreen will cover for John in his absence. DK

#### 8. First Aid Training.

- It was agreed to offer First Aid Training to members in a series of courses beginning In the New Year. Numbers on each course should be low enough to allow hands on practice.
- A donation of £50 per session will be made to the trainer. This could be treated as a Speaker fee or tutor fee.  
Need to establish whether trainer is self employed. CM
- Contact Chris Tancock, trainer, for his available dates in January, February, March. Then promote to members through the usual channels. CM

#### 9. Other reports.

##### *Groups Co-ordinator*

- It was agreed that the work of the Groups Co-ordinator were too much for any one Individual. Chair had researched how other u3as divide the work. The options appear to be: 1. Divide groups alphabetically. 2. Divide according to whether meet in public space or members' homes. 3. Divide according to new and existing groups. 4. Divide according to f2f contact and background administration such as online entries.  
Groups Co-ordinator and Committee will consider these options. To be discussed at January meeting. DK, All

##### *Membership Secretary*

- Current membership is 614
- It was proposed that, in future, the Speaker Programme be given to members should include the subscription receipt and the 3 main principles of the u3a. This was agreed. JP
- It was proposed that, from April 2023, u3a badges showing name and contact details, bought from the Brand Centre, will be issued to members. This was agreed. JP
- The use of badges at Speaker meetings to show member identity and whether they have paid the annual fee will be discussed at January meeting. It had been agreed at the meeting in September that members should be issued with badges for Speaker Meetings. JP
- A draft revision t of the Welcome Pack in pdf has been sent to all Committee members. Comments to be sent to the Membership Secretary before Christmas. All
- Biennial analysis of the 'Where did you hear about us' on the Application form revealed that by far the highest proportion was through friends and family, then through

other u3as, then through current members and so on. The analysis is attached. RC, GB

#### *Beacon*

- Beacon is running well.
- It was confirmed that the u3a plans to amalgamate Beacon with the website in 2023 have been abandoned by the national office. In the light of the recent website failure it was agreed that this was a welcome decision.

#### *Programme Secretary*

- The Programme Secretary may be away mid March to end of April. Cover will be needed. It was agreed to include this in the recruitment programme starting in January. CM

#### *Business Administrator*

- Not available

#### *Publicity Organiser*

- Contact has been made with the Community Town Magazine with a circulation of thousands.
- A member has requested a larger sign for the u3a tree in front of the hospital. It was assumed that the original plaque had gone missing. Ralph had designed a possible replacement notice. Matter to be investigated. CM

#### *Website*

- The website had been down since November 19 due to lack of access to the server. This situation applied to all u3as in UK. The site is now partially restored and Gill is working long hours to restore our local data. A message of thanks to be sent to Gill. CM

#### *Facebook*

*The public page viewings have increased by 91% during the previous month.*

#### *Audio Visual*

- The Methodist Church plan to replace the screens and AV systems in the Church. It seems that the proposed screens may be too small for some of our members to see. It is not known whether the new system will enable hybrid meetings.
- Alternative accommodation for meetings could be found in the re-designed Corn Exchange or Cineworld. However, neither may meet our needs as well as the Church.

These venues to be investigated.

AN

- It was agreed that Witney u3a should not fund any increase in cost – up to £5k – to provide larger screens. However, it might be possible to pay an increased rent over a period . This would enable the purchase of larger screens and avoid issues of ownership and ongoing maintenance costs.
- It was agreed to ask to meet Mike Buckle, leader of the Church team, to discuss all the issues. u3a is the Church's largest 'customer' and we should be involved in this major decision which will affect members.

RC, CM

A.O.B

- A request had been received for training in Deaf sign Language. External tutoring would be prohibitively expensive. The take up of such training was uncertain.
- It was agreed to put a notice in the Newsletter and on the website to gauge members' level of interest. Also to enquire whether any member already has a knowledge of sign language to share with other members.

RC, GB, CM

Date of next meeting. Monday January 9.

N.B. Change of date because of members' absence. Apologies in advance from [REDACTED].

Meeting closed: 12.47 p.m.