

**WITNEY u3a**

**Minutes of Committee Meeting**

**Date of Meeting:** 7<sup>th</sup> November 2023

**Time of Meeting:** 10.00 am

**Place of Meeting:** Bethany Room, Methodist Church

**Present:** Susie [REDACTED] (Chair), Adrian [REDACTED], Roger [REDACTED], Doreen [REDACTED],  
Corinna [REDACTED], John [REDACTED], Mike [REDACTED], Terry [REDACTED] and Judith [REDACTED]

**Distribution:** All committee members and Pam Jones

**1. Apologies**

Lynda [REDACTED] (Business Secretary) Marian [REDACTED] (Outings Coordinator)

**2. Minutes of Last Meeting (accuracy)**

- Accepted

**3. Minutes of the last meeting (matters arising not on the agenda)**

- CW has not had discussions with anyone regarding Programme Secretary's vacancy.
- SW to contact Mho. to gauge interest, whilst confirming still a member.

**4. Chair's Report**

- Volunteers covering Speaker Meetings appear to be working. SW to contact KG who has expressed an interest in taking over from JM.

**5. Treasurer's Report**

- To issue report with corrected Social Fund Accounts

- Early Bird Discount to be retained
- To produce projection of figures to year end for next committee meeting.

## **6. Business Secretary's Report**

- Accepted

## **7. Storing Documents on the Cloud**

- It was agreed that documents outlined in IT report will be stored on MS Onedrive (action RDC)
- Speaker Meeting Attendance Records to be retained in hard copy for a year.
- Final copies of minutes to be signed electronically by Chair and sent to RDC for storage by Business Secretary.
- AGM minutes (SW) and Annual accounts (TmcC) to be signed electronically, where possible, otherwise they will be scanned before storage by RDC
- Individual Members' Gift Aid declarations will continue to be held in hard copy by Membership Secretary.
- Invoices, receipts and other financial documents will continue to be stored in hard copy by Treasurer.
- A Document Retention Process will be written by RDC
- The national u3a Incident Reporting form will be available on the website, and copies of completed forms archived on line.
- A process for Incident reporting and management needs to be written and shared with Group Leaders. (SW)
- It was suggested it may be advisable to have an HS&E Management role within the committee. SW to investigate job description and advertise role.

## **8. Membership Secretary's Report and discussion on Beacon**

- JP requested committee's views on changes to member ship form. This was discussed and changes agreed.

### **Use of Beacon**

- It was agreed that Beacon is not being used to its full potential. The Committee need to fully understand Beacon, to enable them to participate in a rollout programme with for members to access the Members' Portal. A training session to be arranged for the committee in the first instance. JP to arrange once he has had his training session on 17 November.

## 9. Website Report and discussion on Website Terms of Use

- The Terms and Conditions for u3as to use SiteWorks software were agreed. They will be signed by Chair or Business Secretary via u3a portal, dependant on who has access. SW/LG to liase.
- The storage on the web of our business critical documents will be reviewed. RDC to discuss with AdelN and LG.
- It was agreed we should have a Privacy Policy. SW and AdelN to review National Template and customise for Witney.

## 10. Recruitment to Committee

- Agreed to halt 'Sits Vac' item in newsletter for the time being.
- SW has looked at comments from other chairs on national Facebook pages, and overall these are quite pessimistic. Recruitment to committees is difficult everywhere.
- SW to attend a National Seminar on zoom on 10 November.
- A concerted effort is need to allow time for new committee members to shadow existing members before AGM. SW will develop a plan for next meeting with implementation beginning in the new year.
- Groups with large numbers may be approached to help in search for new committee members.

## 11. Other Reports

- **Programme Secretary** Information about forthcoming speakers has been sent to relevant people.
- **MC** has circulated report. An up-to-date user guide to the Church's equipment was requested, Newsletter is 95% ready to go. Satisfaction survey is a WIP, with the intention of doing an annual in-depth survey.
- **Publicity** no report
- **Group's coordinator Report**
- Badges with names on will be given to Group Leaders for Distribution where appropriate. Others will be put on a designated table for collection at speaker meetings.

- To avoid damage to bridge tables, it was agreed to trial a room above the Bethany room until Christmas. The bridge tables will be left up and the room locked. It was noted there may be an issue with limited disabled access.
- It was agreed we should write to the church, to seek reassurance that there will be no future instances where u3a property is damaged. (SW)

**12. AOB**

- DK had received a request that handmade fish decorations should be distributed at Speaker Meetings, but this was declined.
- It was agreed that the rules for collection of monies for trips and outings should be re stated, making it clear that payment should be made at the same time as you put your name on the list. If you don't pay your name does not go on the list.
- SW to send out email to all members re. existing members' coffee meeting on 30 November at 2.00pm.

**14. Date of next meeting was confirmed as Tuesday 5<sup>th</sup> December 2023.**