

## Committee Meeting Minutes

**Venue:** John Storer House

**Date & Time:** Wednesday 10<sup>th</sup> July 2024 10.00am

**Present:** Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GR), Pam Towers (PT), Phil Bass (PB), Sue Ronald (SR), Margaret Kelvey (MK), Geetha Bala (GB), Helen Reid (HR)

**Apologies for absence:** Bev Gillman, David Jefferson

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### 1. Minutes of last meeting to be ratified and signed

- Typo to be corrected on item 7.

Correction will be made and then minutes signed and sent to Phil for uploading to the website.

**Action: PU**

### 2. Matters Arising and Actions (items not included in agenda)

- A visit to the Mini (short) Tennis group has not happened and will be followed up when Bev is back in circulation.
- Pam (Chair) reported that Mike Hill is stepping down as Walks Coordinator and a replacement has not yet been found.

### 3. Reports

#### a. Secretary (DH)

NLA Media License

Committee agreed that we should renew the license at the same Bronze level.

Debra will request an invoice and forward to Pam T for payment. Debra will

review those GL's currently listed on the NLA license and send the list to Bev, who will message GL's to update.

Action: DH/BG

Nomination for National u3a Chair:

Not everyone had had the opportunity to review the candidates' statements. This is an important appointment so it was agreed that committee members would review before the next meeting to agree our preferred candidate.

In the meantime Pam (Chair) will register to vote as the deadline is July 15<sup>th</sup>.

Action: ALL

Fit for Future Update:

The Board have now issued the Resolution about governance, changes to the Articles of Association and the Standing Orders. Debra will forward the documents via email to all Committee members to review.

Action: DH

#### **b. System Administrator (PB)**

Report mainly for information this month, although Phil has added what was on the online information page from the old website to the new. Pam requested that all Committee members review the old website to see if there is any content that should be moved across to the new, then we could start the process of closing down the old website. Phil pointed out that any information moved across so far had not been reviewed for its content, except any links to documents etc.

Action: ALL

The format of the Accident/Incident Report form is now in editable pdf, as requested by one group leader.

Martyn Speight had collated some information about SM usage and it appeared that there were only 6 groups that do not list members on the website. Phil felt that it is likely that more groups are not up to date. Informing, regularly, of any changes to groups has to be further reinforced to group leaders. Another member had commented on the Financial part of the system being very useful, although the name Simple Management for the website was confusing. She also suggested a more obvious link to the Committee Contacts. Helen suggested that for new members there could be a more obvious place for the Members Handbook as it's not easy to find. Pam (Chair) asked Phil to look into this.

Action: PB

Sue attended a website/SM training session with Phil and wanted to offer her thanks. Helen also offered thanks on behalf of another group leader .

**c. Groups Coordinator (BG)**

Pam reported that Bev had advised that the Group Leader of one of the Canasta groups had resigned, with none of the members willing to take over. An update needed from Bev when available.

Although Bev has advised Garry of some group changes, the Group Activities list has still not been reviewed. This needs to be done by Bev before any changes are made. Sue suggested that this type of task could be taken on by a deputy or as part of a role share. Action: BG

**d. Membership (GR)**

Membership continues to grow and currently stands at 1118.

PAT testing is now complete and the Equipment Register is now on the website.

There is still a need for a team of members to help setting out and putting away table and chairs at the monthly meetings. Requests for volunteers have gone out but as yet no-one has come forward. Pam (Chair) will continue to ask.

Gift Aid has now been processed and handed over to Pam T.

The new Membership forms were approved by Committee. They do not include the PayPal information, but that can be added later to the form.

There are 3 automated emails that are sent regarding renewals and when the subscription amount changes there is an anomaly. This will only affect around 5 members who renew in July, so Garry will make a manual adjustment.

**e. Treasurer (PT)**

Not much activity for June. PAT testing invoice has been paid and there are approx. 12 invoices to be processed for payment this month.

Pam T still doesn't have control of the charge card despite the application going in at least 2 months ago. Pam T will speak to Bob, but confirmed that the card can still be used.

HSBC account is now sorted out.

There was previously mention of 'all inclusive' groups, whereby members paid extra into their subscription to cover any additional cost for a group activity. Pam T has looked into this and, as expected, it is not viable for us.

Pam T has tried to set up the PayPal account without success and is awaiting a response from the Deactivation Centre. Phil advised that there is some information on the National Users Forum. Pam (Chair) will also ask on the Chairs Forum page on Facebook. The discussion paper about the pros and cons still needs to be written and reviewed by committee, so PayPal will not be in place for August.

Action: PT/PU

#### 4. Role Descriptions and Role Sharing

Changes to role descriptions were agreed by Committee. Debra to update, circulate to role holders for approval, then send to Phil for uploading onto the website. Debra would also review the summary role descriptions (on the old website), then co-ordinate with Phil about where on the new website they should be posted. Action: DH/PB

Suggestions have also been made about role sharing. There are quite a few possibilities for involving members. Pam (Chair) suggested that firstly there is a general piece in the next News & Views, coming from the 'helping' angle.

Pam will put together a positive piece and forward to Committee for feedback.

Action: PU

#### 5. Systems Administrator/Web Manager Roles

Pam (Chair) presented a discussion document detailing 4 possible options.

- a) A Web Manager with primary responsibility for all aspects of the website and system – one role, one role holder
- b) Two roles – System Administrator and Web Manager with one role holder
- c) As above but with two role holders
- d) As suggested at the June Committee meeting – a pyramid responsibility with one role holder and others appointed to take responsibility for various tasks.

Pam (Chair) asked for views from each Committee member and after some discussion there was a vote on the four options. The Committee, by a majority, voted for

option a, with one or more understudies, allowing flexibility to bring in new or improved skills and knowledge.

It became clear that there is strong feeling about the look and content of the website and it was agreed that there needs to be robust process for approving or rejecting suggested input into the website and that final decisions should be made by Committee.

Pam (Chair) asked Phil to draft a Role Description for Web Manager, incorporating the tasks already outlined for the web management, plus the administration of the system. It was agreed that the role title will be Web Manager going forward.

Action: PB

## 6. Online Payments

Already discussed under the Treasurers' report

## 7. Risk Assessments

Pam (Chair) had emailed Group Leaders, attaching the Risk Assessment documents. There have been a few suggestions to tweak some of the text and Pam (Chair) and Debra will look at those. There were also some more direct questions which Committee needed to respond to:

a. Do we need to keep the record of every walk or only if an incident occurs?

Answer - YES. Every walk is different with different potential hazards.

b. What happens when there is a change i.e. a group folds?

Answer – the forms and relevant information needed to be handed over.

c. Has the Committee come to a view about actively encouraging the recording of emergency contact details on SM?

Answer - YES. Groups are reminded at various meetings and Garry suggested requesting this information at the point of subscription renewal.

d. Will the committee be carrying out audits to ensure compliance from the group leaders?

Answer – No. The Committee trusts that group leaders will always action required tasks.

e. Some groups meet at different members homes. A solution would be to provide each group member with the checklist to be completed when they host. AGREED

In response to a suggestion regarding the Accident/Incident Form. It was agreed that it would be useful to include a link in the Health & Safety Policy.

Action: DH/PB

It was also agreed that a refresher on how to log onto the system might be required. When Garry sends out the new badges, the email will include the format of the user name and details of how to log on

Action: GR

In rounding off the discussion it was agreed that we would allow a further two weeks for feedback. Pam (Chair) and Debra will then meet and review the forms, making changes where appropriate.

Action: PU/DH

We also need to reinforce that the forms are editable. The forms can be customised to fit an individual group's requirements. Ultimately, TAT guidelines ask that 'reasonable precautions' are made to ensure members safety and it was agreed that with the detailed guidelines some groups already have and the Risk Assessment forms that have been created, we can demonstrate that.

## 8. Welcoming New Members

The recent EDI meeting discussed a number of ideas to engage new members, recently joined members and longer term members. One suggestion is to have informal forums or meeting places where members are invited to come along for a chat, potentially with a rota for Committee members to attend.

It was agreed that Coffee & Chat sessions would initially be based at the John Storer House cafe as it's a more central venue. After a brief discussion it was agreed to trial the event on a monthly basis, varying the day of the week each month, hopefully allowing a broader attendance of members. Welcoming and involving new members might also be a item for discussion at the next Group Leaders meeting.

It was also suggested that new members be invited to the Monthly Meeting, but at 2pm, where there would be a designated area for them to meet others and find out what happens at the meetings.

Another ideas was that the twice yearly Group Fairs might be reinstated. Further discussion required.

Finally, it was proposed that a new Cu3a leaflet be created and printed. There is a TAT template but it is limited in what it allows to be customised. A volunteer from the EDI meeting has offered to mock up a design for us to produce, with text from Pam (Chair). This could also be included in the Welcome Pack for new members.

It was pointed out that the Members Handbook is not easy to find on the website and should have more prominence. A New Members page was also suggested. Sue felt that the current handbook is a bit dry, being text only, and needs 'jazzing'. Pam (Chair) asked Sue to review this. Action: SR

9. AOB

Margaret raised the issue of standby speakers for the monthly meeting, in case of cancellation. A request for members with a ready-made presentation who might fill in at short notice to be included in the August News & Views.

**10. Date & Time of next meeting: Wednesday 14<sup>th</sup> August 2024, 10.00am**

Meeting closed at: 12.08pm

Accepted as a true record. Pam Upton - Chair.



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