

## Charnwood u3a Committee

### Minutes of meeting held on Wednesday 13<sup>th</sup> July 2022

Present: Mike Hood (MH) (Chair), Geetha Bala (GB), Phil Bass (PB), Graham Cooper (GC), Bev Gillman (BG), Margaret Kelvey (MK), Helen Reid (HR), Garry Rigby (GR), Bob Pyatt (BP), Sue Ronald (SR), Pam Upton (PU) (Minutes).

Apologies were received from Diana Harvey and Tony Westaway

Chris Ronald attended for discussion of item 5.

<b>1</b>	<p><b>Minutes of the last meeting on 8<sup>th</sup> June 2022</b> The minutes were agreed as correct and signed.</p>	
<b>2</b>	<p><b>Matters arising (Items not covered by the agenda)</b></p> <p>2.5: Financial arrangements agreed as discussed with Loughborough u3a.</p> <p>3.a.3: Pam had contacted the NLA, who would be sending an invoice in August. One name had been added to the list of those permitted to use the licence, bringing the total to 11 of the 25 we are allowed.</p> <p>3.c.2: The exchange of laptops to be arranged.</p> <p>3.d: Gift Aid details had been sent to HMRC.</p> <p>4: Mike confirmed that masks were available at monthly meetings</p> <p>7: Bev to email group leaders for information on current attendance.</p> <p>9. It was agreed that in order to include all role holders by the end of the year, News and Views would feature two pieces per month. Mike and Pam would prepare pieces for the August edition, while Sue agreed to write an additional piece as a Committee member.</p>	<p>GR</p> <p>BG</p> <p>MH,PU,</p>

3.	<p><b>25<sup>th</sup> Anniversary Celebration</b></p> <p>1. Bev had received few responses as yet from group leaders, but hoped for more nearer the event.</p> <p>2. A battery-powered speaker was used by the Making Music group, but if necessary we could hire one. A member who played saxophone and accordion might also be willing to play.</p> <p>3. Mike confirmed that in the event of bad weather, we could arrange a later date.</p> <p>4. Loughborough u3a members had been invited to the event. Pam reminded the meeting that under the terms of our insurance, non-u3a members would not be able to participate in activities or demonstrations.</p> <p>5. A design was chosen for the anniversary cake, which Margaret would order.</p>	
4.	<p><b>Loughborough u3a</b></p> <p>Representatives from Lu3a would be attending our August meeting to discuss the transfer of assets and member information. Individual members will complete an application form, but we would also need information on groups. New group leaders would need to be offered training on Beacon.</p> <p>Mike to email the Chair of Lu3a to request information on:</p> <ul style="list-style-type: none"> <li>• How many members are likely to transfer</li> <li>• Information on groups and if possible, names of group leaders and members</li> <li>• Any Cu3a groups they might be interested in joining</li> <li>• Assets to be transferred to Cu3a</li> </ul>	MH
5.	<p><b>Attendance at Monthly Meetings</b></p> <p>1. Committee discussed various options for managing the member survey. Changes to Survey Monkey meant that it was more expensive, while products from other companies, with the possible exception of Qualtrics (which had an option for not-for-profit organisations,) were not comparable to Survey Monkey. The Google Forms service was free, and could be sent to members via an email link, but did not include breakdowns. Pam agreed to ask National Office for advice.</p> <p>In the meantime, in light of potential costs for Survey Monkey, possible technological issues for members, and the fact that the main issue was why members were <u>not</u> attending, it was agreed to shorten the survey to the first 2 questions and to ask group leaders to fill it in with their members.</p> <p>2. Attendance at both monthly and group meetings: to be on the agenda for the next group leaders meeting.</p> <p>3. Mike would send members a reminder in advance of monthly meetings, with a link to the previous meeting's YouTube video. A link to the YouTube video would be sent after each meeting, links to be saved only until the following meeting.</p> <p>Committee members thanked Chris for his contribution.</p>	MH
6.	<p><b>Membership Application Form</b></p> <p>1. Changes to Beacon would need to include a new category, 'Postal', with the subscription set at £15, with the normal category (Individual) set to £10.</p>	PB

	<p>2. On the membership application form, HSBC had been changed to Unity for (preferred) payment via BACS. The name on the account was confirmed as 'Charnwood U3A'.</p> <p>3. For clarification, under 'To join the Charnwood u3a', it was agreed to change 'If, however, you wish a printed copy to be sent by post....' to 'If, however, <i>you do not have email</i> and wish to have a printed copy to be sent by post....'</p> <p>4. Existing postal members would be informed about the £5 charge when renewal letters go out.</p>	GR GR
7.	<p><b>Equality, Diversity and Inclusion: Accessibility Audit for Group Venues</b></p> <p>1. Committee approved the Accessibility Audit, which Bev would send out to group leaders for completion with their members. It would also be included on the agenda for the upcoming group leaders meeting.</p> <p>2. The next EDI meeting would be on September 12<sup>th</sup>, an update to be presented to the September Committee meeting.</p> <p>2. Geetha informed the meeting about the South Asian Festival taking place in the first week of August, which Helen would include in the next edition of News and Views.</p>	BG HR
8.	<p><b>Proposed Group Leaders Meeting</b></p> <p>1. Mike informed Committee about a safeguarding issue relating to a group member. National Office had advised that a Risk Assessment needed to be carried out for any activities the member was involved with. While Mike would be discussing the issue with the group leader concerned as soon as possible, it underlined the need for group leaders to use Beacon so that we know which groups our members belong to.</p> <p>2. It was confirmed that Cu3a has a Safeguarding Policy and agreed that group leaders should be told who to contact if they have any concerns.</p> <p>3. It was (provisionally) agreed that the meeting would take place in October at Emmanuel Church, the agenda to be discussed at a later Committee meeting. In response to concerns about sound quality, Garry confirmed that a microphone would be available.</p>	MH
9.	<p><b>Role Deputies: update</b></p> <p>1. Garry agreed to contact Elizabeth Pears, who had offered to deputise for the Membership Secretary role.</p> <p>2. Mike to ask Tony to put the role descriptions on the website, siting them wherever he thinks best.</p>	GR MH TW
10.	<p><b>Review of Constitution</b></p> <p>1. Mike asked Committee members to read both the Cu3a Constitution and the current TAT sample and note where any changes (if any) needed to be made.</p> <p>2. In response to a question, it was confirmed that the process of co-option was written into the Constitution as a way of adding valuable expertise to the Committee where numbers allowed. The wording would be re-visited in the review.</p>	ALL
11.	<p><b>AOB</b></p> <p>Pam gave her apologies for the next meeting. Helen would take minutes.</p>	
12.	<p><b>Date and Time of next meeting: Wednesday August 10th , 10.am, at John Storer House.</b></p> <p><b>The meeting closed at 12.06</b></p>	

