

## Charnwood u3a Committee

### Minutes of meeting held on Wednesday December 14th 2022

Present: Mike Hood (MH) (Chair), Geetha Bala (GB), Phil Bass (PB), Graham Cooper (GC), Bev Gillman (BG), Diana Harvey (DH), Garry Rigby (GR), Bob Pyatt (BP), Sue Ronald (SR), Pam Upton (PU) (Minutes).

Apologies were received from Margaret Kelvey, Helen Reid and Tony Westaway

<b>1.</b>	<p><b>Minutes of the last meeting on 9<sup>th</sup> November</b>          Corrections:          3. a (2): Change Joan Hogg to Jean Hogg.          The minutes were agreed and signed.</p>	
<b>2.</b>	<p><b>Matters arising (Items not covered by the agenda)</b></p> <p>3.a (iii): Mike attended the ‘Constitution Workshop’ on November 29<sup>th</sup>, from which there was little to report, except a reminder that u3as needed to submit constitution changes to TAT.</p> <p>3.b: Alternatives to Beacon (ii): Garry to send a list of other issues to Phil.</p> <p>3.d. (ii): Lanyard costs: in process.</p> <p>5. (iii): Pam to refer policy updates to the sub-committee.</p>	<p>GR</p> <p>GR</p> <p>PU</p>
<b>3.</b>	<p><b>Reports</b>  <b>a: Secretary (PU).</b>  <u>(i) Network News</u>          The November newsletter was a ‘Speaker Special’, including a Speaker Working Sheet which Programme organisers were asked to complete in January, to be followed by quarterly Zoom meetings from April. The next Network Group meeting and AGM will be on February 16<sup>th</sup>, in advance of which nominations were ‘urgently’ requested for Secretary, Treasurer, Minute Taker and Committee Member.</p> <p>(ii): Pam reported back on the meeting of the Equality, Diversity and Inclusion team on November 14<sup>th</sup>, when Joanne Talbot, Senior Social Prescribing Link Worker for Charnwood, was the guest speaker. The session broadened into a discussion about the u3a ethos of managing groups in a non-cliquey and welcoming way and making sure that information about costs and equipment was available on the website. Pam and Bev to liaise on addressing the issue at the next GL meeting. The next EDI meeting would be on January 9<sup>th</sup>.</p>	<p>BG/PU</p>

	<p><b>b. Beacon Administrator (PB)</b></p> <p>(i) Phil's report included details of ongoing problems for those u3as (unlike Cu3a) who relied on Sitebuilder hosting.</p> <p>(ii): Group Leader Training: Eight GLs attended successful training sessions at John Storer House on December 7<sup>th</sup>.</p> <p><b>(iii): Alternatives to Beacon</b></p> <p>a. An article was published in the December issue of News and Views, which prompted an offer to help with the transition to Simple Membership.</p> <p>b. Committee agreed to continue our Beacon Membership for 2023/2024 in order to manage the transition to Simple Membership.</p> <p>c. Under SM, the standard template would change. Phil suggested that Committee members look at Wokingham u3a's website.</p> <p>d. The switch to Simple Membership would need to be agreed at the AGM.</p> <p><b>c. Groups Coordinator (BG)</b></p> <p>(i) Group changes included a new 'French Improvers' group and the renaming of 'History 3' to 'The History Group', now a single group.</p> <p>(i) Committee confirmed that Lu3a's walking group would come under the overall organisation of the Walking Groups Coordinator.</p> <p>(iii) Bev would send the names of Lu3a group leaders to Garry, to be forwarded to Phil for inclusion in Beacon. Bev to input group members' details into Beacon, once they are registered.</p> <p>(iv) Garry pointed out that the Group Activities list would need to be updated and generic names created.</p> <p><b>d. Membership Secretary (GR)</b></p> <p>(i) Updating his written report, Garry informed Committee that there were currently 1018 members. He was pleased to report that there had been a healthy intake of new members, in addition to those joining from Loughborough u3a. He would continue to phone those who had not responded to his reminder email.</p> <p><b>e. New Members Liaison (MK)</b></p> <p>(i) Margaret had not yet received information about Loughborough u3a's monthly meeting.</p> <p>(ii) Garry confirmed that welcome packs were in process of being sent out by post to new members. Mike would contact a member from Lu3a who had apparently not received her welcome pack. He would also ask the Chair of Lu3a to check whether those members joining Cu3a had received their welcome packs.</p> <p>(iii) In light of the number of new members, Mike offered to share the welcome phone calls, once welcome packs had been received.</p>	<p>ALL</p> <p>BG/GR/ PB</p> <p>BG/TW</p> <p>MH</p> <p>MH</p>
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	<p><b>f. Treasurer (BP)</b></p> <p>(i) Though Bob’s report included some additional expense relating to monthly meetings at Emmanuel, reserves remained healthy.</p> <p>(ii) Bob would contact the Lu3a Treasurer to confirm the funds to be transferred to Cu3a.</p> <p>(iii) Group Accounts: Committee endorsed the forms which Bev would send to all group leaders. Bob confirmed that, although some groups had since merged, returns needed to be completed for groups operating at the beginning of 2022.</p> <p>(iv) GLs would be asked to confirm that all members of the group were comfortable with their current system of financial management. On the issue of group leaders holding money in personal accounts, Mike to liaise with Bob once returns are received.</p> <p><b>g. Web Manager (TW)</b></p> <p>In addition to updates and additions to the website, Tony’s report highlighted the need to review and update the Group Activities document. He needed information about the Lu3a groups transferring in January and asked for information on changes to Cu3a groups and group leaders. He would ask group leaders whether emails should be forwarded to a named Group Leader or all those listed in Beacon as being part of the ‘Group Leadership Team’.</p> <p><b>h. Programme Secretary</b></p> <p>(i) Graham updated Committee members on the programme of speakers to February 2023 and outlined some ideas for future meetings. The Scottish Dancing presentation would now take place in February. It was confirmed that the AGM would precede whatever presentation was chosen for March.</p> <p>(ii) Graham agreed to send contact details for the January speaker to Pam.</p>	<p>BP</p> <p>BG</p> <p>MH/BP</p> <p>BG</p> <p>GC</p>
4.	<p><b>Legitimate Interest – Membership</b></p> <p>Committee formally adopted the policy document, which Pam would forward to Tony for inclusion on the website.</p>	PU
5.	<p><b>ICE Cards</b></p> <p>Committee agreed on a revised template for ICE details, which Mike would send to members with a covering email, reminding members that the person named as the emergency contact would need to give their permission.</p>	MH
6.	<p><b>Monthly Meetings Survey</b></p> <p>250 forms had been returned to date and the final results would be published in the February edition of News and Views. Committee would discuss the findings fully in the New Year. In the meantime, members would be reminded of the end of January deadline for survey returns.</p>	MH/HR
7.	<p><b>Constitution</b></p> <p>After some discussion, Committee members endorsed (with one vote against) the revised Constitution proposed by the subcommittee, with an</p>	

	<p>additional change to clause 20, subsection (9): <i>The quorum shall be three (3) or the number nearest to <b>half</b> of the total number of trustees, whichever is the greater.</i></p> <p>The proposed new Constitution would be submitted to the Third Age Trust before presentation to the AGM for members' approval in March.</p>	MH
<b>8.</b>	<p><b>AGM and Succession planning</b></p> <p>Committee reviewed the service status of its current members and whether those eligible wished to continue.</p> <p>Mike would put out a call to members, inviting those interested to come to a Committee meeting as observers. He would also contact Dawn Hawley to gauge interest from current Loughborough members. In the meantime, Committee members were asked to sound out any members who might consider standing.</p>	MH
<b>9.</b>	<p><b>AOB</b></p> <p>Graham raised the issue of PRS in relation to the musical performance at the upcoming monthly meeting. All appeared to be in hand.</p>	
<b>10.</b>	<p><b>Group Leader Complaint</b></p> <p>It was confirmed that the complaint would be moving to the formal stage.</p>	
<b>11.</b>	<p><b>Date and Time of next meeting:</b> Wednesday January 11th, 10.am</p> <p><b>The meeting closed at 12.15</b></p>	