

Charnwood u3a Committee

Minutes of meeting held on Wednesday March 8th 2023

Present: Mike Hood (MH) (Chair), Phil Bass (PB), Bev Gillman (BG), Diana Harvey (DH), Margaret Kelvev (MK), Garry Rigby (GR), Bob Pyatt (BP), Helen Reid (HR), Sue Ronald (SR), Tony Westaway (TW), Pam Upton (PU) (Minutes).

Also present as observers: Martyn Speight and David Jefferson

Apologies were received from Debra Hardwick

1.	<p>Minutes of the last meeting on 8th February The minutes were agreed and signed as correct.</p>	
2.	<p>Matters arising (Items not covered by the agenda) 2. 3 (i): Tony had sent Bev a website link to assist group leaders to access this year's insurance cover note. 3.c (ii): Mike had contacted the Manager at Tesco, who was happy for Cu3a groups to continue using the carpark at Park Road. Mike agreed to email Tesco Head Office commending the Manager for his support. (iii): Mike confirmed that the Group Leaders meeting would take place at Emmanuel Church on April 24th. 3f (vi): Funds from Lu3a not yet received. Bob to contact Sue Cotton. 3d (ii): The issue relating to member payments had been resolved. 3.e (i) Margaret to contact Sue Unsworth to discuss the role of the Friends of Charnwood group. 3.f (iii): The appointment of an external examiner for Cu3a Accounts to be pursued. 5: The generic address for the EDI team is now on the website (Pam as first contact). The EDI team to decide where to put the data from the Accessibility Audit returns. 6. (Assets): Phil had collected the laptop from Dawn Hawley; a screen from Lu3a had been given to Emmanuel Church and a remaining Cu3a screen given to Gorse Covert; a PA system has been offered to the Brush Bowls Club. Mike to update the Assets Register.</p>	<p>MH</p> <p>BP</p> <p>MK</p> <p>BP</p> <p>MH</p>
3.	<p>Reports a: Secretary (PU). <u>(i) Third Age Trust</u> An email from TAT on 9th February outlined plans for a u3a council and a possible national conference. A further email on February 15th advised that Cu3a were in the 'second group' to access a new portal for updating committee members' details and could expect an email from Netsuite the following day with our user name and password. Since this did not arrive, Pam had contacted TAT and was awaiting a response from the Members Portal.</p>	

	<p>(ii) <u>Network News</u> In addition to her written report, Pam referred Committee members to the Network newsletter received on 5th March, which included a report from the latest TAT Board meeting, in which it was decided not to proceed with a national conference, since there was insufficient support from u3as. A list of upcoming TAT workshops included <i>Equality, Diversity and Inclusion Awareness</i>, Thursday 23rd March; <i>Running your u3a – Information for Trustees</i>, Monday 3rd April; <i>Insurance</i>, Tuesday 28th March and <i>Keeping it Legal</i>, Tuesday 18th April. Mike had attended the Network AGM On February 16th, where all the officer positions had been agreed. The next meeting of the Network will be on Thursday 22nd June.</p> <p>b. Beacon Administrator (PB)</p> <p>(i) Phil reported a number of issues with the National Support Forum. (ii) Two problem email addresses had been passed to Garry. (iii) Bob to ask Sue Cotton whether Loughborough u3a were claiming their own Gift Aid for 2022. (iv) Phil offered to assist Tony in resolving problems with the Activities List and would speak to group leaders at the GL meeting about managing group information on Beacon. (iii) Simple Membership: Phil introduced Martyn Speight, who would be joining Phil and Stephen Morris to help manage the transition from Beacon to Simple Membership. They had met with representatives from Syston and District u3a, who reported that their system was working well. Phil would be asking for volunteers to be early adopters at the next Group Leaders meeting. Phil to circulate the draft agreement for discussion at April’s Committee meeting. In response to a question from Garry about membership cards, Phil was confident that barcoded cards would be ready at the changeover. He also assured Committee members that the transfer of data would be unproblematic. Phil, Garry and Bob to liaise on these and other issues.</p> <p>c. Groups Coordinator (BG)</p> <p>(i) Work is ongoing on updating group information on the website and Beacon. Bev is waiting responses from several GLs on current member numbers and the maximum numbers each group will accept, though she had encountered problems updating these on Beacon. (ii) In advance of Bev’s formal invitation, 30 group leaders had already said that they would attend the Group Leaders meeting on April 24th. Bev’s report listed several items for the agenda and Committee members were asked to send her any additional items.</p>	<p>BP</p> <p>PB</p> <p>PB</p> <p>PB</p> <p>PB/BP/ GR</p> <p>ALL</p>
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	<p>d. Membership Secretary (GR)</p> <p>(i): Garry reported that the membership now stood at 1029, including 14 new members. He was still checking Loughborough members and updating Gift Aid data.</p> <p>(ii) Cu3a data for the Third Age Trust magazine would be submitted on 9th March.</p> <p>(iii) The Zoom licence had been purchased and the system set up for the AGM.</p> <p>(iv) Garry outlined a number of issues around the transfer from Beacon to Simple Membership. (See item b. iii).</p> <p>e. New Members Liaison (MK)</p> <p>(i): Margaret had contacted 15 new members, all of whom had received membership packs.</p> <p>(ii) Committee members discussed a number of issues around encouraging new groups and setting up additional groups when an existing group was full. In view of member enquiries about Tai Chi, Margaret agreed to contact the Group Leader to see whether a new group could be started.</p> <p>Helen would include details of a new Book group in the April edition of News and Views.</p> <p>f. Treasurer (BP)</p> <p>(i) An increase in expenditure last month was mainly for payments to Emmanuel Church.</p> <p>(ii) The origin of a deposit error via bank transfer had been located and Bob was waiting for the depositor to take action.</p> <p>(iii) Having found £120 in the account of a group no longer operating, Bob to ask the original group leader how it might be returned.</p> <p>(iv) Presenting a breakdown of annual group returns, Bob reported that 18 groups had yet to respond. There was a concern about groups ‘sitting’ on funds and whether it would be possible to give GLs specific guidance on how much they should hold. An ongoing issue was the use of personal bank accounts. Bob reiterated that it was acceptable for GLs to hold funds temporarily before transferring them to the group account and, again, encouraged the use of the Cu3a card facility. In answer to a question, Bob confirmed that the funds of the Science and Technology groups were still not consolidated.</p> <p>g. Web Manager (TW)</p> <p>(i): In addition to the regular web updates, the audit of group contacts was almost complete.</p> <p>(ii) Tony’s statistical analysis for January showed an encouraging number of ‘hits’ for various group pages.</p> <p>(iii) ‘Hits’ on the Monthly Meetings Survey would be reviewed at the next meeting.</p>	<p>GR</p> <p>MK</p> <p>HR</p> <p>BP</p> <p>TW</p>
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	(iv) Information relating to the new Committee would be placed on the website by the end of the week and Tony would shortly be setting up a new password for the Committee area.	TW
4.	AGM: Final Planning (i) Mike presented a list of Committee nominations for the AGM and David Jefferson introduced himself to the Committee. Tony would be stepping down, but would be formally co-opted at the next Committee meeting. (ii) It was confirmed that a two thirds majority would be required to ratify the new Constitution.	
5.	Speakers for Monthly Meetings (i) Jim Horne would be giving a talk on 'Sleep' at the April meeting and for the May meeting, Tony would contact Graham North, who had offered a number of possible presentations. (ii) It was agreed that a team be set up to arrange a speaker programme.	TW
6.	Assets Group leaders to be asked to bring all equipment (mains leads, together with the urn used by the Archaeology group) needing to be tested to the Group Leaders meeting. Mike to arrange someone to do the teating.	BG MH
7.	Network Quiz Mike to tell Roger Prescott that we are unable to host the quiz.	MK
8.	AOB None	
9	Date and time of next meeting: Wednesday April 12th, 10.am.	
	The meeting closed at 11.53	