

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 13th December 2023 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GR), Geetha Bala (GB), Bev Gillman (BG), Phil Bass (PB), Sue Ronald (SR), Bob Pyatt (BP)

Apologies for absence: Tony Westaway, Peter Reid, Helen Reid, Margaret Kelvey

Pam paid tribute to Hilary Knowles, who passed away last week. As a Committee Member she will be remembered for her hard work in support of the Cu3a. Pam has sent a condolence card on behalf of the Committee.

1. Minutes of last meeting to be ratified and signed

- a. No amendments. Approved and signed off by Pam. Signed copy to be sent to Phil.

Action: PU

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

- 2.3 Garry will inform all members who renewed using HSBC, that this account will no longer be available.
3. Phil confirmed that the auto generated message about the death of a member has been amended, as agreed at the last meeting.
5. Pam reported that the Group Management Guide, as approved at the meeting in November, had been circulated to all GLs. However, she noted that she had removed the section about National u3a Resources as this no longer exists. Bev still needs to review the 'Starting a New Group' and Local Policy documents

Action: BG

3. Reports

1. Secretary (DH)

Nothing to add to the report already circulated. However, the National u3a 2024 Festival sparked some discussion as Committee members expressed their wishes to attend.

Pam will circulate booking requirements once confirmed by TAT.

Action: PU

Sue expressed an interest in becoming the East Midlands second representative for the Pilot Council. Debra to find out how to apply. Action: DH

2. System Administrator (PB)

- a. Beacon: Phil advised that 30 days notice is required to terminate the Beacon Contract with TAT. The deadline is end February 2024. This is to be confirmed at the February Committee meeting.
- b. Phil confirmed that the committee generic email is committee@charnwoodu3a.org.uk and that it now appears to be working due to possible action by Google. The Committee agreed that Phil should close the ticket with Krystal. Action: PB
- c. Simple Membership: Phil had received a Helpdesk query about the Pilates generic emails not working. After some investigation, he believed it may be due to the member's computer setup. However having requested further information, but the trail seems to have gone cold.

The Simple Membership team would be addressing the issue of website Accessibility and Usability in the new year.

- d. Generic Group email addresses – Phil felt that the best option would be to remove these emails as they are currently open to the wider web population to view. However, use of these email addresses allows prospective members to contact GLs and attend a 'taster' session. In addition, the generic addresses are regularly used by both Helen and Garry. After some discussion and input from an email from Helen, it was agreed by a majority that the generic addresses would remain, subject to future review.

Garry stressed the need to make sure that all changes in group information is sent to him.

3. Membership Secretary (GR)

Debra to circulate the correct December report.

Garry reported inconsistencies in the SM system as lapsed members do not appear in 'All Members' lists, meaning they have to be emailed individually. Also he doesn't have access to delete historic lapsed member details. The function is available and Garry will send a list to Phil for deletion.

Action: GR/PB

Garry confirmed that renewals are now up to date. He will investigate the Watford u3a system and liaise with Martin.

Membership badges and address lists are still an issue. Phil confirmed that this is a known problem that SM will look to rectify. However, they currently have a backlog of issues they are working through, so there is unlikely to be a change soon.

Bob asked if it is possible for him to identify which group/s a member belongs to. Phil responded that this information is in the system but admin rights may be required at Treasurer level.

4. Groups Coordinator

It was agreed to discuss at the next meeting the idea of groups promoting themselves by advert and/or display at the AGM and to identify which groups would like to take part. Action: BG

Bev was advised that there is no u3a policy relating to dogs joining the walking groups. It was generally felt that group members should be contacted individually by their GL to assess acceptance or not.

It was agreed that the potential Welfare Officer role at committee level should initially be discussed by the EDI committee and then potentially put out to all members via News & Views.

Bev reported that there might be an additional Pilates Group and would inform Garry of the details. Action: BG

5. Treasurer

Bob reported that YTD income was c. £16k and outgoings c. £15k. Bob will provide end of year results and a forecast for next year, indicating whether membership fees should remain at the current level or be increased. There was a view that the discounted fee had been maintained for long enough and that an increase might be appropriate but that any change should be for a minimum of 2-3 years. Committee to decide at next meeting, once Bob had completed his forecast.

Action: BP

GLs to be asked for their financial reports by Bob, although Bev will email them to let them know the request is imminent. Action: BG/BP

Bob explained that the SM figure in his report now included the costs for the SM team meetings.

Bob also reported a potentially serious issue with banking relating to one of our Groups. The GL had reluctantly deposited their funds centrally but had then asked that they be returned to the group. Subsequently they merged with another group and the funds were again under central control. However, the group has made requests to the Treasurer to forward donations to certain charities in lieu of payment to speakers. Firstly, according to TAT policy, banking must be managed centrally. Also there are strict guidelines regarding payment to speakers and charity donations.

Pam has already reiterated the policies to the GL in question, as well as the Charity Commission regulations, but, as yet has had no response. Bob agreed to speak to the Group Treasurer. Depending on the response further action may be required.

Action: BP

4. Treasurer Role

Pam had received everyone's availability for a new day/time for the Committee meeting, based on the fact that our prospective candidate cannot do

Wednesday mornings. The only slot everyone can make is the 3rd Monday in the afternoon. However, the candidate is still considering the position and until his decision is made the Committee meeting will remain as is.

5. EDI Meeting - 13th November

'Sharing Roles' was one of the topics for discussion and Pam would like us to consider this. Some of the Committee roles can be time consuming and there are tasks within each role that could be shared. The sharing could also include non-Committee members. Debra pointed out two advantages for this sharing of roles. Firstly, being a full committee member may seem daunting to some and secondly, it also offers the opportunity for succession planning once members have had a taste of the role. We can see the benefits with our own Speaker programme team.

6. Planning the Speaker Programme 2024

Emmanuel Church currently have our booking as 2nd Wednesday 1.45pm - 3.45pm, although no record of this can be found on our side. Pam will contact Emmanuel Church and confirm our booking for the 2nd Wednesday of the month from 1.45pm to 4.00pm and also re-confirm that we will require the venue in July, but not August.

Geetha needs to start confirming speakers for 2024. it was agreed that the team would produce a paper for the next Committee meeting. In the meantime, it was agreed that the Organic Chocolate Making Workshop at £140 should be confirmed.

Action: GB

7. Simple Membership

Notes from the Simple Membership Implementation Meeting held on 6th December were circulated prior to the Committee meeting, along with an updated phased roll-out plan. Pam reiterated that members and group leaders should be encouraged to maintain their details and ensure information is updated.

8. AOB

Garry now has the Loughborough u3a computer which is in good working order. It was agreed to offer this to the Treasurer role. Garry will add it to the Asset Register and handover to Bob.

Action: GR

Date & Time of next meeting: Wednesday 10th January 2024, 10.00am

Meeting closed at: 12.05pm

Accepted as a true record. Pam Upton - Chair.



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