

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 14th February 2024 10.00am

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

Apologies for absence: Debra Hardwick, Helen Reid, Peter Reid, Tony Westaway

Before the start Pam welcomed Pamela Towers (prospective new Treasurer) to the meeting.

1. Minutes of last meeting to be ratified and signed

One correction: *to the minuting of Bev's report.*

Minutes approved. Pam to sign and forward to Phil.

Action: PU

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

3. TAT Festival – University accommodation is booking quickly. Sue suggested that an Airb&b house may be an alternative. Committee members to confirm to Sue if they are interested. Pam reported that tickets are not yet available for the event itself.

Action: ALL/SR

2. System Administrator - Group names to be consistent wherever they appear. Phil to amend where appropriate.

Action: PB

3. Garry reported approximately 20 anomalies in the group activity list. This includes group information such as group leaders. Garry needs to check if his

list or the website is correct. Some of the email addresses are different. Information needs to be forwarded to Garry. Message needs to go out to group leaders to remind them that any changes must be reported.

Action: BG/PB/GR

4. Pam will word a message regarding the TAT/u3a Code of Conduct for the April newsletter. It's a good reminder to existing members and useful for new members post-AGM.

Action: PU

3. Reports

1. Secretary (DH)

Note about the TAT Festival. Dates are 18-20 July. Sue suggested that if agreed an Airb&b venue be booked for 17- 19 July.

2. System Administrator (PB) We will be formally out of the Beacon system at end of March. Phil has received several changes to group leaders information which has to be amended. Following an action from the last meeting for Bev and Phil, some group leaders have expressed the wish for their personal email addresses not to be published. Phil has therefore changed these to group coordinators' email addresses. However, this means that messages are coming through to Bev, who then has to forward them on. Phil reiterated that Simple Membership allows group members to email leaders without exposing their personal email address. But this is only available to members and they have to log in. There are two options: either group members log on and communicate using the icon on SM or group leaders allow their personal email to be used. Pam suggested that Phil write simple instructions on the system option for Bev to send to group leaders who don't want to use the generic email address.

Action: PB/BG

Phil requested the Financial Policy document in editable format for the Master Policy section of the website. Other policy documents require small updates e.g. the equipment register which is headed 2019. Garry will amend the lay

out.

Action: GR/PB

The Members Handbook used to be a printed document given to new members. Pam to review the handbook to determine whether it is still required, as the majority of the information is available on the website.

Action: PU/GR

Pam reiterated that Martyn had reported that the SM workshops continue to be very worthwhile, although there are still group leaders who are reticent about using computers. The SM implementation team are dealing with this as an ongoing issue.

As part of the development plan for 2024, Martyn will be working on the Finance system and the Events system.

Phil reported that the Events function is to expanded extensively, although there is no timetable as yet.

3. Membership Secretary (GR) The TAT portal for the u3a magazine was not available for January as the provider had gone out of business. Therefore TAT used an old list for posting. Not ideal because we have had 35 lapsed members and around 60 new members since October 2023. Garry hopes to have 30-40 magazines available for the March Members Meeting. Message to go out in News & Views.

There are 16 members still to renew. Garry has removed all lapsed members from lists prior to this year. 500+ are now classed as leavers.

4. Groups Co-ordinator (BG) There is still an issue relating to a new Pilates group. Members are paying the instructor who is administering the group without being a u3a member. This means that the financial transactions are not going through our systems. Bob stated that there are other groups that pay a provider directly, which is permissible. It seems the group are looking to appoint a leader. We clearly want new groups to prosper but it would better for finance to be handled centrally.

Some group leaders are unhappy that they are still being contacted although they have resigned as leader from a group. Committee agreed that if a group no longer exists it should be removed from the website. A notice can be posted in News & Views to alert the membership, should anyone want to resurrect a group.

Local Policy Document – This document is a useful summary of several key policies but needs updating. Elements of the policy are not just for group leaders, so it needs some explanation at the beginning to put it into context. Pam volunteered to review and amend.

Action: PU

5. Treasurer (BP) Figures for subscriptions are those that have gone through the bank. Most of the activity is about interest groups, but they are putting in what they are taking out. Bob has been collecting the group annual reports and they are mostly all in now.

Bob confirmed that costs headed 'AGM' refer to postage.

4. AGM Planning

Timeline: 19th February 2024: Pam will email members the Official Notification, Agenda, Draft Minutes 2023, Chair and Treasurers Reports, Annual Accounts and Budget Projections, Motions requiring a Vote, Proxy Voting Form and a Voting Form for those unable to attend . For those members not on email, Garry will require the documents 16th February 2024. Pam will collate the documents and send to Garry.

Action: PU/GR

6th March 2024 is the last date for receipt of nominations, voting forms and proxy voting forms. The voting forms will include the reinstatement of £15 annual subscription, which will be frozen until 2027.

Pam will outline in a letter the structure of the AGM and the documentation that will be incorporated into the meeting.

Action: PU

Phil confirmed that the documents could be sent via email through SM, but not through the merged list.

Annual Accounts and Budget Projection 2024 to be one agenda item. Agenda also to include the wording of motions for voting.

The annual reports from Chair and Treasurer were approved.

The Charnwood u3a Finance Policy states that the annual accounts do not have to be examined by an external person/organisation. Since Bob has worked closely with Martyn Speight and SM is working well, it was agreed that there is no necessity for external examination.

The Voting Form includes wording for a motion about the annual subscriptions. The wording was agreed by Committee and to support the motion, Pam reported that it seems likely that TAT will increase u3a fees in 2025 and Garry reported that there may be need to replace some of the equipment, e.g. laptops, screens etc. as items become obsolete.

A motion has been submitted for Charnwood u3a to ask the AGM to make payment to speakers who are u3a members. Since the motion is in direct contravention of Charnwood u3a and TAT policy, Committee agreed that it should not be put to the AGM. The Committee supported Pam's proposed response to the group leader. Pam will email and await a response.

Action: PU

We have a nomination for Pam Towers to take on the role of Treasurer. Also Sue Reynolds needs to enter her nomination. There is also the requirement for one more Committee member and Pam will send out a reminder.

5. Speaker Programme 2024

Margaret and Geetha presented their proposals up to December 2024.

The programme was well received by Committee. For the December Monthly Meeting it was suggested a speaker talking about pantomime or sketches relating to pantomime might be festive. Events team will follow up on the speaker and Pam will look into setting up a drama group.

Action: MK/GB/PU

For the AGM we wanted to have a foyer display by some groups and possibly the opportunity for the GL or member of a group to have a 5 minute slot to present their group to the audience. There hasn't been a huge response, However, the following groups are interested in presenting their groups - the Laughter Yoga, Local History group have a quiz and Classical Music Enjoyment group.

For displays, Helen can provide photos from past News & Views and Pam will contact targeted groups for some display input from them.

6. Notes from EDI meeting, 11th January

The notes included a discussion about sending information to local companies to use in pre-retirement courses, along with a redesigned leaflet. Another issue under discussion was a possible new role: Welfare/Accessibility Co-ordinator.

7. Update from Chairs Forum Meeting 2nd January

Pam pointed out items of interest.

8. AOB

None

Date & Time of next meeting: Wednesday 13th March 2024, 10.00am

Meeting closed at: 12.10pm

Accepted as a true record. Pam Upton-Chair.

P Upton