

## Committee Meeting Minutes

**Venue:** John Storer House

**Date & Time:** Wednesday 10<sup>th</sup> April 2024 10.00am

**Present:** Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GR), Pam Towers (PT), Bev Gillman (BG), Phil Bass (PB), Sue Ronald (SR), Margaret Kelvey (MK), Geetha Bala (GB), Helen Reid (HR),

**Apologies for absence:** David Jefferson

Pam Upton welcomed everyone to the first meeting following the AGM, with a particular welcome to Pam Towers, Treasurer.

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### 1. Minutes of last meeting to be ratified and signed

- System Administrators Report
  - Krystaban be adjusted to accommodate a mixture of a groups Group Leaders who do or do not wish to use the groups generic email address.
  - Philsreport identified 2 people attending groups whose membership has lapsed.
  - Delete one of the duplicate paragraphs relating to Sue Young.
- Treasurers Report
  - 2<sup>nd</sup> paragraph, ' face'should be fact' and ' tmay'should be 'they may'.
  - 3<sup>rd</sup> paragraph change 'individuals' to 'Group Leaders'.
    - Membership Report
  - Garry suggested that any members not wanting to receive the news letter be removed from the newsletter list.

With those corrections, the minutes were ratified. Pam (PU) will amend and send to Phil.

**Action: PU**

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

It was agreed that the issue of lapsed members still attending groups would be raised at the Group leaders meeting.

Phil had run a report to show how many members are not part of a group. The report flags up some interesting numbers. Pam (PU) asked Phil to circulate to all committee members so it can be discussed at the May committee meeting.

**Action: PB**

It was determined that there was no need to include a request for ideas for the Speaker Programme in the Newsletter. Margaret reported that there are now enough suggestions to cover 12 months at least. Pam (PU) said there might not be enough time for the Drama Group to be ready for December and Sue suggested the Ukulele Orchestra might be a good idea, allowing for a Christmas sing-along as well.

Pam (PU) reported that the Local Policies Document is now amended and uploaded to the website. This document also links to two other policies – Day Trips and Trips with Overnight Stays. Both needed updating. Pam and Debra to get together before the next meeting to review.

**Action: PU/DH**

## **3. Reports**

**1. Secretary (DH)** Debra reported that the contact for the TAT Annual Report had now been changed and she had received an email with a link to the portal. Garry will confirm the number of full members to Debra and then the Annual Report can be submitted. This will then generate an email to Pam (PT) for payment of the affiliation fees. Debra also reported that the Trustees listed on the TAT portal have now been amended to include Pam (PT) as Treasurer and the removal of Tony Westaway. It was also agreed that the details of the Beacon Administrator (currently Phil) would be removed.

**Action: GR/DH**

Helen asked about the feedback template that TAT have created to capture details of how people heard about the u3a. This was circulated in the latest email update from TAT with a link. Pam (PU) asked Debra to send the information to the Committee, so we can decide if we can participate.

**Action: DH**

## **2. System Administrator (PB)**

Phil reported that the Beacon System was still active and he agreed to contact them as it seems they have not removed us from their system.

**Action: PB**

Phil asked if anyone used BT's web band? No-one uses it so the member's query would have to be put on hold.

**3. Groups Co-ordinator (BG)** Bev mentioned two groups where the Leaders are stepping down after 15 years – Margaret and Vic Lorriman, whose groups are Tuesday morning Table Tennis and Digital imaging. They had both got successors.

Though changes have already been made on the website, Garry reiterated that he needed to be notified of any such changes. It was agreed that Margaret and Vic should be made Honorary Group Leaders and Bev would invite her and Vic to the next Group Leaders meeting. It was also agreed that a vote of thanks should be given at that meeting and that Bev would order flowers.

**Action: BG**

Bev had received an email intended for Dave Watson, relating to someone who is a Subject Advisor for over 100 UK u3a Chess groups. They are conducting a survey and it was agreed that Bev should forward the email to Dave Watson.

**Action: BG**

An email had asked advice regarding a member of one of the walking groups who had been removed from the group two years ago because they were unable to keep pace with the rest of the group. The member had now requested re-joining the group, but the group leader felt that two years on they may be even less likely to be fit enough. It was agreed that this type of situation is central to the need for Risk Assessment, to be addressed at the Group Leaders meeting. Equally there needed to be a discussion about what responsibilities group leaders have.

A second email concerned travel insurance. Current Cu3a policy states that travel insurance needs to be arranged and that the TAT insurance only covers third party insurance NOT personal injury or loss. Therefore, individual members involved in travel activity should, if they wish arrange their own insurance. Debra pointed out

that if the travel was UK based, then some household insurance policies may provide cover and travel within Europe may be covered by members' own travel insurance. This would be clarified in the review of the travel policies being undertaken by Pam (PU) and Debra.

Bev was receiving a lot of emails intended for Group Leaders who have declined to use the generic group address. After some discussion it was agreed that Bev should suggest that group leaders give out their personal email to their group members. Group Leaders should always get consent from members before sharing email addresses. This needs to be added to the information disseminated at the Group Leaders meeting.

**4. Membership (GR)** Membership continues to grow and we are approaching 1100 members. There is an issue regarding subscription renewals. The automated SM system does not warn Garry of imminent renewals if the member does not have an email address. Garry receives a daily report, but an email warning can easily be missed. There have only been a couple of instances to date, but as we now use the SM system of rolling renewals instances may increase. Pam (PU) requested that Phil raise the issue with Ric so it is formally recognized.

**Action: PB**

**5. Treasurer (PT)** Pam reported that she is getting to grips with the financials and that further meetings with Bob will decline. Committee agreed that Pam (PT) should add the budget figures to her monthly reports so that we can monitor our financial status versus the budget set at the AGM.

#### **4. Health & Safety Policy**

Pam (PU) and Debra had drafted a Health & Safety Policy in line with Charity Commission requirements, using the TAT template. The document was formally adopted by the Committee, with the following amendments: the word 'be' inserted into the final Insurance paragraph, the sentence 'Charnwood u3a will ensure this policy is kept up to date.....' should be at the bottom of the final page and 'accidents/incidents' versus 'incidents/accidents' to be consistent throughout the document. Debra to make these changes and send to Phil.

**Action: DH**

## **5 & 6. Potential Venues List & Accessibility Audit**

The EDI team had been working on these documents for some time and felt that they were as complete as they could be at present. Pam (PU) requested that Bev send the documents to Group Leaders to check accuracy and content, prior to the Group Leaders meeting.

Action: BG

## **7. Committee (& Other) Roles and Deputies**

A number of gaps in the list were filled and Debra agreed to update the current list and circulate to the committee, though it would not be uploaded to the website until after the May committee meeting when Role Descriptions & Sharing would be on the agenda.

Action: DH

Role sharing: A couple of role holders had sent their role descriptions to Pam (PU) and indicated areas they think may be able to be shared. Pam asked those who hadn't already sent her their role descriptions, to forward them to her before the next committee meeting, identifying those areas which might be shared.

Action: Appropriate Role Holders

**8. Group Leaders Meeting** After considering alternative dates, Bev had decided to keep the meeting as April 22<sup>nd</sup>. Where group leaders were not available to attend, Bev suggested that 2 members of a group might be invited. Current numbers stood at 44. Bev commented that the agenda was virtually complete. Pam (PU) would mention the Accessibility Audit during the Risk Assessment workshop. Bev agreed to send Pam a list of which groups are being represented so that she could organize the discussion groups according to types of activities. The intention is to reduce the number of types of risk assessment and hopefully create a need for them only to be done annually, not per event.

Action: BG

It was agreed that the agenda needed to go out as soon as possible, giving the opportunity for group leaders to suggest any additional agenda items. Pam (PU) made the point that one message that needs to go out is that we have to have risk assessments for each group and that we need input from group leaders to compile these.

Geetha added that group leaders needed to know if venues had their own risk assessment documents. She pointed, out that if something negative were to happen, the first question would be 'Did you have a risk assessment?' So the risk assessments not only try to ensure a safe environment for all, but also act as a safety-net for the organisers.

One element which is a highlight of the meeting is the opportunity to chat to other group leaders. Bev stated that the 'pick a stick' at the beginning is proving really successful as it puts people from different groups together and everyone gets involved.

Current agenda items: Information Sharing, Questions from the floor, Finance Issues, Simple Membership, Risk Assessment workshop to follow lunch.

The agenda for the meeting on April 22<sup>nd</sup> to be sent out over the weekend and Pam (PU) requested the information about which groups would be represented as soon as possible.

Action: BG

## **9. Equipment Register and Testing**

It was agreed that the testing be carried out at the June members meeting by Exaireo, a company that Garry had used and recommended. Because Exaireo are a charity, Garry believed the charge would be nominal. Garry agreed to send the list out to those holding items that require testing and arrange the date with Exaireo. It was agreed that that using an independent organisation was preferable, rather than someone within Cu3a.

## **10. Members Handbook**

Pam (PU) had made the changes suggested at the last meeting, but thought it worthwhile bringing it back to committee for final sign-off, before it went onto the website. Phil asked that under Our Website, the Username would ' usuallybe surname followed by initial. Under Groups and Activities, all groups should have at leastone leader. After some discussion it was agreed that that become one sentence, followed by 'Responsibility for managing .....' which becomes a separate sentence. Pam (PT) pointed out that the list of information that could be printed was not at the end of the document. Wording to be changed to 'can be found on the final page'. There was

some discussion about where the Members' Handbook should be located and Phil agreed to identify the best location for the document as it needs to be accessible to all members not just group leaders.

Action: PB/PU

## 11. AOB

1. Banking – Pam (PT) explained that we currently have two bank accounts, one with Unity and one with HSBC. Unity is the one we use on a daily basis and no changes are proposed at the moment. However, HSBC has around £2400 in it and is not used unless a group leader accidentally pays into it. HSBC had refused to ratify the completed mandates for both Pam Upton and Pam Towers to be signatories, but with no explanation. Committee agreed to close the HSBC account and transfer our funds to Unity. Garry agreed to action the closure.

Action: GR

2. Margaret reported that she had recently attended a training session by St. John's Ambulance that included using a defibrillator, as well as CPR. Bev raised the issue that our regulations state that we are not allowed to use such machines or administer any first aid without first contacting emergency services and taking instruction. After some discussion Debra offered to contact TAT for clarification and Pam (PU) will ask the question on the u3a Chairs Forum

Action: DH

3. Bev asked about an email that has been circulated by TAT about Friends Extra. It appears to offer bargain prices/offers at various retail outlets etc. It was felt that this was so new and unknown that we should not be promoting it to the membership at present.

**Date & Time of next meeting: Wednesday 8<sup>th</sup> May 2024, 10.00am**

Meeting closed at: 12.07pm

Accepted as a true record. Pam Upton-Chair.



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