

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 8th January 2025 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Pam Towers (PT), Garry Rigby (GR), Helen Reid (HR), Jennie Lock (JL), Sue Ronald (SR), Margaret Kelvey (MK), Martyn Speight (MS) & Guest Char March

Apologies for absence: Geetha Bala, Sam Hardwick, Bev Gillman

Pam U opened the meeting by welcoming Char March as a guest observer.

Pam U confirmed that Trustee Business essentially meant any item that needed to be confidential. It was agreed that no items on the agenda needed to be confidential. For future meetings Trustee Business would remain on the agenda.

1. Minutes of last meeting to be ratified and signed

Corrections:

- Secretary's Report – 'that' removed.
- Treasurers Report – approval was requested by Pam T not Pam U.
- System Administrator/Web Manager Report – Simple Management changed to Simple Membership.

Corrections to be made and signed minutes sent to Martyn for uploading to the website.

Action:

PU

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

- The next Coffee and Chat is on Thursday 16th January at JSH. Pam U to mention at the Monthly Meeting to encourage attendance. November and December sessions were not attended, perhaps due to

the season. After a brief discussion it was further agreed that after the next meeting there would be a review to assess viability.

- As requested, Bev sent a list of groups to Pam U that had closed, together with new start-ups.
- Pam U confirmed that the Classical Civilisation, Greek and Latin groups had folded and also informed the meeting that Tony Payne had passed away on New Years Day.
- Garry has not yet received the projector screen so cannot assess.
- Phil Bass is aware that the start up loan for his group has been approved. Pam T is still to create a form to request such a loan.
- The new insurance certificate from TAT has not been received yet. As soon as available it will be added to the website and forwarded to interested parties. Action: DH
- Martyn now has access to PayPal.
- Martyn will liaise with Bev regarding events that Group Leaders wish to advertise on the website.

3. Reports

a. Secretary (DH)

The new Members Handbook and Group Management Guide are now on the website. Pam U will mention at the Monthly Meeting that both documents have been revised and members/group leaders should familiarise themselves with the new information. Pam U will also mention this in her column of the next News and Views.

Bev to send out an email to Group Leaders to tell them about the new Group Management Guide, so they can make themselves aware of the changes and additions. Copies of the Members Handbook will also be available for those members without internet access at the Monthly Meetings. It was agreed to print 50 copies of the Members Handbook for this purpose.

Action: PU/BG/HR

b. Groups Coordinator (BG)

Report not available. However, Pam U reported that Bev had sent an email to Group Leaders mainly about financial statements. Bev also mentioned in the

same email that Group Leaders could advertise their group on noticeboards at monthly meetings and invited them to participate in group presentations at the AGM

c. Membership Secretary (GR)

Garry reported that at this time of year we tend to be at our lowest membership level as members lapse. Currently we have lost 49 members, but gained 6 with some still to renew. Therefore our current total is 1073 at the time of writing the report. Despite 3 email reminders and telephone calls, when Garry can't make direct contact it is difficult to ascertain why members don't renew, although Garry suggested that advancing age is a likely factor. It was agreed that Garry would add a sentence to future renewal emails asking those members not renewing for their reasons.

The question of a Welfare Officer was raised by Sue and it was suggested that the EDI team could review this again.

The issue of members not in a group was raised and this highlighted the fact that group status on the website is not up-to-date. Again, we need to reinforce the necessity for Group Leaders to ensure their members list and details are current. Pam U will add this to her annual report for the AGM. This further raised the issue of training on the system. Martyn will liaise with Bev so that a message goes to Group Leaders asking them to input their group members onto the system or amend to bring up to date and if unable to do this, to send the information to Martyn.

Action: PU/MS

d. Treasurer (PT)

The December report is for central funds only and does not include group information. Speaker expenses are missing for December. Margaret will chase.

Action: MK

Savings account interest is already coming in and Gift Aid is now included.

Group income and expenditure still needs to be added for the AGM report. The targetted email to Group Leaders about their group finances has resulted in 75% of reports processed. Pam T will follow up on the remaining 25% and will ensure that new group leaders are aware of the correct procedure for financial transactions for their group.

Decisions still need to be made about residual monies left after a group closure.

Action: PT

e. System Administrator/Web Manager (SM)

A new Contacts form is now on the website. The email address is 'enquiries@' and will be directed to Pam U as Chair.

The Membership card template is now working and Martyn hopes to have the coding added to the live website soon. The membership card is created automatically and Garry has asked for access to reprint if required. There are still some issues to be resolve and Martyn needs to confer with Stephen, but it is a good step forward.

Emergency contacts recorded on the system represent 17% of the membership. This needs to be reinforced with the membership, but ultimately it is a voluntary requirement. Garry suggested that this could be added to the membership application form. Pam U also suggested that the issue be discussed at the next Group Leaders meeting.

Martyn and Stephen are keen to feature forthcoming events on the website. This could include events that Group Leaders want to highlight as well as the monthly meeting presentations.

Committee briefly discussed the potential for an Events Co-ordinator. Pam U suggested that this could form part of a wider discussion post AGM about roles and deputies once the make-up of the Committee is finalised.

Our Simple Membership fee is based on the number of members we have.

Martyn asked that we select a date at which we report to SM so they can accurately determine our subscription fee. It was agreed that we should use the same number we submit to TAT for their affiliation fees in April.

4. Speaker Programme (MK)

Margaret explained that there are four people who meet to implement the speaker programme: herself, Geetha Bala, Ian Proctor-Blain and David Jefferson. Speakers are confirmed up to April 2025 and there are provisional speakers for the next 6 months. Margaret will forward the programme to Helen, Martyn and Debra.

Margaret asked that any suggestions for speakers continue to filter through to her.

Margaret will produce a Speaker Programme document for the next committee meeting.

Action:

MK

5. Newsletter and printing costs

Further to an email she received regarding a request for a posted newsletter, Helen was prompted to look at the actual cost this entailed. When this was set up 3 years ago the cost was circa £11.00 for 12 copies per year. This covered the cost of printing the newsletter, postage, envelopes and labels. Those members opting for a postal newsletter paid £5.00 (therefore subsidised by more than 50%). There has been no increase to members since then, though printing and postage have increased substantially, resulting in a current cost of circa £17.50. After some discussion, it was agreed that the proposed increase should be £10.00, taking the subscription for postal members from £20.00 to £25.00. This would still represent a subsidy of over 40%. It should also be noted that this subscription fee would still include the TAT magazine and AGM documents being posted at no additional charge. Committee agreed the motion to go to members at the AGM should be that

“the subscription for postal members be raised to £25.00 to take into account increases in printing and postage costs”.

Printed copies will still be available to pick up, free of charge, at the monthly meetings.

6. AGM

Proposed Timeline – Pam U and Debra had checked the dates alongside the Constitution. A covering letter will go out with the Advance Notice of the AGM and the Nomination form on January 17th and on 13th January for postal members.

Action:

PU/GR

Pam U confirmed actions for the other deadlines and that at the February committee meeting the AGM will be the main topic, including the final documentation to be distributed. Garry will send the documents for postal members on 15th February, ahead of the email version on 19th February.

Action: PU/GR

It was agreed that the final accounts would be provisional for the February committee meeting and that the audit would happen between then and the AGM, so that Pam T can confirm at the AGM that the end of year accounts have been independently audited. The auditors report will be posted on the website and can be on screen at the AGM.

Nomination Form - Pam U to clarify the vacancies on the Committee.

Trustee and non-Trustee Committee roles will be identified after the AGM at the March committee meeting when the make-up of the Committee is known.

Pam U will provide copy for the February newsletter about the AGM and encourage members to attend.

Action:

PU

Advanced Notification of AGM 2025 – Approved, subject to amending u3a Secretary to Cu3a.

Budget Forecast 2025 – Slightly revised since last month, but all balanced and in line with the end of year accounts.

7. AOB

Garry has applied for a charities copy of Microsoft Office software. This will be used for some Charnwood u3a business and Committee agreed that the monthly fee of £2.50 should be covered by Cu3a funds.

8. Date & Time of next meeting

10 am, February 12th, 2025

Meeting closed at 11.59am

Accepted as a true record. Pam Upton, Chair.

P. Upton

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