

Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 13th August 10.00am

Present: Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Garry Rigby (GB),
Geetha Bala (GB), Sue Ronald (SR)

Apologies for absence: Bev Gillman, Pam Towers, Char March, Martyn Speight

Pam (Chair) reported that Jennie Lock had resigned from the Committee. Pam officially registered her thanks for her input during her time.

1. Minutes of last meeting to be ratified and signed

Two typo corrections to amend, but the Minutes from July were ratified and will be signed by Pam (Chair) and sent to Martyn. **Action: PU/MS**

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

Further to recent resignations, there is a concern that new committee members might feel overwhelmed by the responsibilities of a Trustee. We may need a different approach to recruiting Committee Trustees and members: possibly more informal opportunities to observe how the committee operates or the co-option of members onto the committee for a 12-month period before they decide to become a Trustee. During that time they could attend meetings and undertake some of the workshops that TAT offer. There could also be an induction meeting for new committee members, possibly led by a Trustee and an 'ordinary member'. We need to redouble our efforts as there will be major changes to the current committee at the 2026 AGM. Equally, this may be an opportunity to re-assess committee roles and develop them further. **Action: ALL**

Martyn has made the changes to the IT structure as seen on the website. Due to the resignation of Jennie from the committee, Martyn needs to remove her picture from the committee page. **Action: MS**

Two informal meetings with around 40 Group Leaders have been arranged for August 29th and September 24th.

It was agreed that the leaflet that Char is working on and the Presentation workshops that she instigated would be held over to the September committee meeting. Contrary to what was thought, TAT office has confirmed that we could, if we wished, use the TAT template for leaflets and have the printing done by a third party.

Further to the email about the Italian language group that was closing at the Loughborough library, Pam (Chair) had emailed to let them know that we could not agree to them joining the Cu3a while keeping their paid tutor, as this was contrary to the ethos of the u3a, but that we would welcome them into the Cu3a as members. No response has been received.

3. Reports

a. Secretary (DH)

Further to the issued report, Jennie Lock has been removed from the Charity Commission Trustees list.

The invoice for the NLA Licence renewal has been forwarded to Pam T for payment. Garry suggested sending the invoice to him and he would make the payment rather than waiting for Pam T to return. **Action: DH/GR**

b. Groups Coordinator (BG/PU)

The informal group leaders meetings in August and September are initially to get their views on the twice yearly meetings – what they want from them and in what

format. Committee agreed that it would be good to widen the discussion to find out what sort of support they want from the Committee and the Groups Coordinator. The Groups Coordinator is a pivotal role and though, during Bev's absence, Pam (Chair) has been standing in, this can only be short term and, ideally, we need a care-taker for the position.

Once we have feedback from the informal GL meetings, we can format a plan going forward.

It was agreed by Committee that the Group Leaders Meeting planned for October would be put on hold.

Garry raised the issue of some GLs not using the system to update the status of their groups. He feels it needs someone who can talk to GLs face-to-face and encourage them to use the system. We also need to ensure support for groups who are losing a leader and those who are setting up a new group. As Bev has frequently said, there will always be GLs who feel they need no extra support, but as part of the u3a, there are certain responsibilities they have to take on board.

Pam (Chair) will message Bev and update her on the Committee's discussion.

Action: PU

Jane North will run the Friday Line Dancing group until the end of August. Three members of the group have come forward to take over the temporary management of these classes from September. They are meeting this week to finalise the details.

Helen Reid has identified a potential new venue – the Scout Hut on Nanpantan Road and will be attending the opening.

Garry reported that the Table Tennis 3 group is now going to be run by Mick Kingsbury.

Pam (Chair) confirmed that visitors from other u3a groups are covered by TAT insurance if they want to join one of our groups temporarily, assuming the group leader agrees. It was suggested that we may want to amend the Group Leaders Guidance document.

c. Membership Secretary (GR)

Garry reported that we currently have 1094 members, with three new member requests today.

PAT testing is complete except for a couple of items.

The Group Activity document appears on the website in two places: in the 'Information for Group Leaders' section as 'Group List Document' and also in 'Committee Documents' as 'Group Activity list'. The first is up to date, the second is not. Do we need both? Garry to speak to Martyn.

Action: GR

d. New Members Liaison (GB)

Geetha will start to contact new members from this week.

Speakers Programme: Geetha is currently waiting for a new meeting date for the team so that early 2026 plans can be formulated.

Action: GB

e. Treasurer (PT)

No questions resulted from the report.

f. System Administrator/Web Manager (MS)

No formal report this month.

4. Risk Assessments Review – Overview & Summary

Pam (Chair) formally thanked Sam for handling this process and for concluding it with an excellent report. The report highlighted a few issues. There were two GLs who were not initially aware that risk assessments were required and two GLs didn't respond at all, despite trying different modes of contact. Pam (Chair) will contact those who didn't respond. Committee members were concerned that there may be other groups without risk assessments in place. This could mean that should an incident occur and a claim be made the TAT insurance may be invalid.

It was agreed that a link to the report the report be circulated to all GLs, highlighting the final paragraph in the body of the email.

Action: DH/PU

5. IT Support

1. The Police Little Book of Big Scams 2025 to be discussed at the September Web Forum meeting.

2. The new distribution method for News & Views, using a link to the website, highlighted that some members needed a reminder about how to log on to the website. The new method appears to have worked but will be monitored.

3. IT Support and Website Promotion should go to the IT Support meeting next month. Committee felt that Garry should still be part of the IT support team and be included in any discussions.

6. EDI Report

Discussion about the last GL Meeting led to a suggestion that the meeting be put on hold.

The team agreed that there are alternative ways to present elements of EDI.

EDI training was discussed as one of the 'Ongoing Tasks' included in the EDI Policy.

The TAT EDI Committee might consider sending a representative to a training session but would need 50 attendees. Once a local Network is up and running, there may be other u3as who want to be involved.

Next meeting is October 13th at 2.00 pm.

7. AOB

1. Voting for TAT Vice-Chair elections.

There is disquiet amongst some u3as that TAT is influencing the voting system in recommending one of the two candidates selected by the Nominations Committee. A link for the candidates will be circulated to all Committee members and at the September Committee meeting we can decide whether we want to vote and who for.

Action: PU

2. Pam (Chair) will include an item in News & Views regarding recruitment of Committee members.

Action: PU

8. Trustee Business

None

9. Date & Time of next meeting

Wednesday 10th September 2025 at 10.00am.

The meeting closed at 12.05pm

Accepted as a true record. Pam Upton, Chair.

A handwritten signature in black ink, appearing to read 'P. Upton'.

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