

## Committee Meeting Minutes

**Venue:** John Storer House

**Date & Time:** Wednesday 11<sup>th</sup> June 10.00am

**Present:** Pam Upton (PU) - CHAIR, Debra Hardwick (DH), Pam Towers (PT), Garry Rigby (GB), Geetha Bala (GB), Jennie Lock (JL), Sam Hardwick (SH), Martyn Speight (MS), Char March (CM)

**Apologies for absence:** Sue Ronald, Bev Gillman

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

The minutes of the last meeting were not subject to any changes and therefore were ratified by Committee. Pam (Chair) will sign and forward to Martyn for upload to the website.

Action: PU/MS

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

- Pam (Chair) attended the Zoom meeting about a possible relaunch of the Leicestershire & Rutland Network. There was sufficient interest from half a dozen people to have an initial, exploratory Zoom meeting to see how we take this forward. No date has been agreed but both Pam (Chair) and Debra are on the attendee list.
- At the last meeting Pam (Chair) had suggested that the Cu3a A5 leaflet was updated. Not for recruitment purposes particularly, but more with information for new members in mind, younger members and raising awareness of the Cu3a in the local community. Having checked the TAT website, Pam (Chair) reported that there is a new template which allows more personalisation than

previously. TAT will print the full-colour leaflets in batches of 100. Cost for 100 is £45.00 and for 200 £27.50 per 100. Whilst initially this may look expensive, it makes the job easier and also removes the possibility of any copyright infringement, if we try and do it ourselves. Char offered to investigate the template and bring for review at the next meeting.

Action: CM

- The IT for Everyone meeting will not continue past next Monday. It was felt that the subject topics were probably a bit too high level or specialist for members' requirements. The IT Fix It sessions will continue to operate more on a one-to-one basis. It was suggested that the IT Helpdesk members be asked (as previously) to offer assistance to members at Monthly Meetings. Pam (Chair) will contact Phil Bass with a view to matching the requirements to the help on offer.

Action: PU

- Martyn is continuing to contact those GLs who do not maintain their Groups webpage.
- Further to concerns about online security, it is confirmed that SM is fully protected. Separately, a member had suggested that an article in News & Views on spam emails etc might be useful for members who are not systems savvy. There is a lot of terminology that may not be understood and an explanatory note about what to do and what not to do could be useful for members. Phil will be contacted directly about writing an article. TAT workshops also feature online security and a link to these could be included. Geetha said that the speaker for November could cover this topic and she will investigate.

Action: GB

- The updated EDI policy is available on the Policies page of the website but also needs to be available under Information for GLs. Martyn will update.

Action: GB/MS

- There are a further two documents that need to be on the website linked to EDI, one on Sight Loss and the other on Readability. Pam (Chair) to send to Martyn.

Action: PU

- Debra amended the Privacy Policy to include the issue raised by Garry.
- Pam T is still working on a proposal to help groups close to cancelling day trips who may find themselves temporarily short of funds. She has spoken to GLs to get their input and currently thinks that any 'emergency' funding would be to the level of around £100. Pam T will formulate her ideas for a proposal for the next meeting.

Action: PT

- At the last meeting Garry offered to give GLs help with creating PowerPoint presentations. In the absence of Bev, Char (who raised the issue originally) will provide Pam (Chair) with some text to email to GLs so that we can assess the level of interest.

Action: CM/PU

- Regarding Canva Pro, Garry offered to contact the Cu3a member but we don't yet know if this was done, so carried over to next meeting.

Action: GR

### 3. Reports

#### a. Secretary (DH)

Pam T will contact Phil Bass regarding the automated email received from JSH about a room cancellation for the IT for Everyone meeting.

Action: PT

#### b. Groups Coordinator (BG)

In the current absence of Bev, emails to the Groups Co-ordinator are being redirected to Pam (Chair).

A second Mahjong group is starting from July. The Group Activities list will automatically update for the next month.

The GL for Line Dancing 2 has offered to temporarily run Bev's Line Dancing group. Pam will give her the go ahead and inform Bev, via her daughter, so it's something Bev need not worry about.

Action: PU

Currently Sue is the deputy for the Groups Co-ordinator. Pam (Chair) will let her know the current situation and ask if she will step in to cover if required.

Action: PU

**c. Membership Secretary (GR)**

Nothing to add to the written report, although it was noted that the PAT testing will now be in July. Emmanuel Church have their own PAT testing equipment and Garry has been added to their PAT testing team, so will be able to perform testing for Cu3a members. There may be a nominal charge for labels etc.

**d. New Members Liaison (GB)**

Geetha reported that she now has access to SM.

Having offered to contact all new members, the list from January 2025 was clearly unmanageable. It was agreed by Committee that Geetha back-track to May 1<sup>st</sup>.

Action: GB

Geetha and Garry are still working on the New Members page for the website..

Action: GB/GR

**e. Treasurer (PT)**

Although there has been an increase on SM subscription, this was anticipated as it's based on member numbers and is within budget. TAT affiliation fees have been paid and will come out of the June accounts.

**f. System Administrator/Web Manager (MS)**

Martyn and Garry are starting to prepare for the membership renewal process which is a couple of months way.

An email was sent to GLs explaining how to avoid using personal addresses when emailing group members.

**4. Risk Assessment Review – Update (SH)**

Original email sent 21<sup>st</sup> May, with 7 responses out of 10. Four were positive responses but 2 GLs knew nothing about it. Two additional returns were handed in today. One GL is not in a position to respond due to health issues. It is clear from the

documentation which GLs are long serving and those which are newer. But overall the completed documents have been completed very comprehensively and competently. The GL for the Photography group mislaid the original email request, but has now sent the review with good documentation. Only one GL requested feedback by telephone; all other feedback has been via email. Of the risk assessments reviewed, three are absolutely 'belt and braces' and represent 'best practice'. Two GLs have not responded to email reminders. Martyn has given additional contact details to Sam who will contact them further.

One major issue this review has highlighted is the lack of 3<sup>rd</sup> party venue risk assessments. Loughborough Leisure Centre's response was that their risk assessment is 'only available if an incident occurs'. Despite several requests, nothing has been forthcoming from Loughborough Baptist Church and Tesco Community room. This presents us with a dilemma, because we don't want to lose some of the external venues we use. After some discussion it was decided to take the following action: Pam (Chair) will contact the Chairs Forum and see how other u3as handle this and Debra will contact TAT for their guidance.

**Action: PU/DH/SH**

## **5. EDI Meeting - 9<sup>th</sup> June 2025**

The meeting included discussion on IT support and the Group Leaders meeting. Committee members agreed that there needs to be an overhaul of the way groups are supported and managed, including the format for the Group Leaders meeting. EDI is an important policy and there are actions that need to be followed, but it needs to be managed for the GLs. There is additional guidance on specific issues such as sight loss, readability, dementia which should be helpful. There is also a clear link between the Code of Conduct and the EDI policy which GLs need to be aware of, but we need to ensure they don't feel bombarded with it. It was suggested that perhaps the principles of EDI could be incorporated into the Code of Conduct.

## **6. Group Leaders Meeting**

Suggestions for further discussion included a newsletter specifically for GLs; support/mentoring for GLs; some 'best practice'; using GLs as contacts as well as

the Groups Co-ordinator (as 1 person being the main contact for approaching 100 groups is a big ask).

It was agreed that how EDI is presented probably needs a rethink, that the format of the Group Leaders Meetings needs an overhaul and there needs to be a wider discussion about mentoring and supporting Group Leaders, possibly including some sort of induction. There will be future discussion around these issues.

## **7. AOB**

Pam (Chair) received an email from someone representing the Baldwin Trust. They are a local charity who provide canal boat trips to community groups. Whilst not asking for volunteers, they wondered if within the Cu3a we have members with knowledge of areas such as graphic design, photography, event organisation and marketing. After a brief discussion it was decided to forward this to Helen for inclusion in the newsletter so that any interested members could offer help as individuals.

Any newsletter item relating to the monthly committee meeting should include the meeting start time.

## **8. Trustee Business**

### **9. Date & Time of next meeting**

Wednesday 9<sup>th</sup> July 2025 at 10.00am.

The meeting closed at 11.45am

Accepted as a true record. Pam Upton, Chair.



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