



Committee Meeting Minutes

Venue: John Storer House

Date & Time: Wednesday 12th November 10.00am

Present: Pam Upton-CHAIR, Debra Hardwick (DH), Garry Rigby (GB), Geetha Bala (GB), Pam Towers (PT), Stephen Morris (SM)

Welcome to Peter Bayliss, who was present as an observer.

Apologies for absence: Bev Gillman, Sue Ronald

1. Minutes of last meeting to be ratified and signed

No corrections so Pam (Chair) will send to Martyn for uploading to the website.

Action: PU/MS

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

- No further response to the incident report filed about the accident on Tesco car park by Days of Interest and subsequent report to Tesco.
- Martyn reports that he now has a new leader for the 6+ Walking Group.
- Potential venues list has been updated by Pam (Chair) so it now includes the new Scout Hut on Nanpantan Road. The updated spreadsheet is now visible on the website.
- It was agreed that Garry will create a spreadsheet of valid members for the AGM that can cross-check against scanned badges, even if not the most recent.
Action: GR
- There is still an issue with the United Reformed Church invoices. Pam T received an email from their Treasurer to set up a meeting. After responding

within an hour, offering 6 different dates, there has been no response. Geetha will speak to him again. Action: GB

- It was agreed to delay the discussion about the format and content of the Group Leaders Meetings, until the role or team roles have been filled.
- The last meeting briefly discussed the idea of a Cu3a Facebook page – either just for Cu3a members or as a public page. After some discussion it became obvious that Facebook could reach 10 times more people than our website. It also became apparent that Cu3a does have its own Facebook page, set up around 3 years ago as an experiment, by the then System Administrator. There has been no activity to speak of, but it was suggested that we could utilise this existing page if we could set up other administrators, though we would need someone to administer the Facebook page on a daily basis to achieve best results.
- Pam (Chair) did attend, by Zoom, the TAT AGM last month. Feedback on the Chairs Forum made a number of points:
 - The AGM was well organised and presented; others felt it was very controlled.
 - In-person attendance was poor. Suggested reasons were the location, limited publicity and lack of clear purpose for attending.
 - There were questions around how local u3as could be directly involved in the national plans.
 - It was felt that there needed to be closer collaboration between the Trust, the Council and local u3as.

3. Reports

a. Secretary (DH)

Nothing to add to the circulated report.

The Charity Commission Trustee information has been updated.

A face-to-face potential Leicestershire Network meeting is arranged for November 17th. Discussion will be about frequency of meetings, how to fund, who will organise and be a contact, who will chair and initial focus of the meetings. Pam (Chair) and Debra will attend. There is also a smaller group hosted by Syston that are meeting on an informal basis. We will keep a foot in both camps for now and await further

developments. The Syston led group met last month and Debra will contact for further information.

Action: PU/DH

b. Groups Coordinator (BG/PU)

Pam (Chair) selected highlights from her report:

- Bev has officially resigned from the role, due to ill health.
- Pam (Chair) has arranged meetings next week for an informal chat with members who have expressed interest in discussing the potential Groups Support Team roles.
- Cath Way continues to lead the Friday Line Dancing group.
- Mahjong 2 has closed.
- It was decided that a group based on the idea of Senior Councils was not appropriate for the Cu3a.
- Geetha has been contacted by a new member who would like to set up a group for art gallery visits and opera. The previous opera group folded due to the group leader moving away and no one within the group wanting to take on the group leader role. This could be a welcome opportunity to resurrect and expand that group. A mention in News & Views may be worthwhile as well.

c. Membership Secretary (GR)

Membership numbers are a little fluid at the moment due to ongoing renewals. But we currently stand at 1077. At this point last year 102 members had not renewed; currently that figure is 45, so substantially lower. Total number of leavers: 115, total number of those joining: 120. Of the people who joined last year, 21% have not renewed, which a little concerning as that is c. 3 times more than previous years. Members who are not in groups is at 46% vs 34% last year.

The data is not completely accurate, as it is based purely what is on the system currently and we are aware that some groups don't use the system and that some group leaders don't update their information. Some groups are still not using the system.

Arrangements for PowerPoint training are in hand. Garry is contacting those interested to set up sessions.

d. New Members Liaison (GB)

Geetha has contacted 17 new members. Most people have responded positively to the welcome. They appreciate that they are recognised and support is there if they need it. Geetha has also received several enquiries about joining in the last week. Pam (Chair) noted that Sue Young will be stepping down next year from the Welcome Team. Pam will speak to Sue about the rota.

Action: PU

e. Speakers Programme (GB)

Geetha presented details of speakers for January through to July. Committee agreed the mix of subjects and approved the costs.

f. Treasurer (PT)

Bank balance at end October looking healthy, with £23,448 in the central fund and £12,172 belonging to interest groups. There have been some refunds on renewals where members had paid twice, but these are being resolved by Pam T and Garry. No out of the ordinary activity or expenses.

g. System Administrator/Web Manager (SM/MS)

Not a great deal of action this month. There are some minor corrections & settings coming through.

The issue with generic emails is being monitored. Emails to Group Leaders come via Krystal and we get a report of those which have been blocked (mostly because of spam or from iCloud or .mac addresses).

We can manually change email addresses to be 'not spam'. We are monitoring the emails and can report back to Krystal who will then contact their third party. There is also a complication where emails bounce because the recipient is over their storage quota.

4. Presentation Skills for Group Leaders (GR)

Already covered.

5. New Cu3a Leaflet (DH)

Debra explained that the Brand Centre A5 leaflet template is not very user friendly. There are very few elements that can be customised. On the front you can change the photo, but the design of the u3a branding doesn't help the aesthetic look. There

is no way the to change the national u3a logo to our own Cu3a one. You can only amend text on the reverse. So overall it's very limiting. Although there was a printed version to view it was felt that work is still required. Garry offered to have a look at another version; Debra will look at Brand Centre photos and if needed contact Helen for any photos that may have been used for News & Views, although this raises the question of permission to publish the images of those individuals.

Action: GR/DH

6. EDI Meeting 13th October

A recent TAT EDI Workshop was attended by Sue Ronald, who found that the workshop is largely designed for u3as who have not started an EDI programme. However, there is an EDI Coffee Morning on, which may be of more interest as it invites u3as to share experiences and ideas. Pam (Chair) has signed up for the next one on November 13th.

Discussion about members with multiple needs led to some interesting views. After some discussion it was agreed that there is fine line between what we can potentially offer such members and where responsibility ends. We already cater for member needs where a carer is involved, as the carer can be present at no cost and this should not be the responsibility of the Group Leader. We also have an experienced IT Help team for any members needing assistance in that area. There needs to be a threshold that determines where the onus of responsibility lies and this can probably only be determined on a case-by-case basis, while managing expectations.

Pam T raised the issue of joining a group in which members were expected to share hosting. There are a number of reasons why some members may not be in a position to host and it was felt that shared hosting should be on a voluntary basis and not be a condition of joining a group.

7. Groups Co-ordinator Role Description

The discussion document for a potential Groups Support Team, prepared by Debra, was circulated ahead of the meeting.

Pam (Chair) has informal meetings set up next week with some interested members, who have also seen the discussion document. The current idea is to split the Groups Co-ordinator role among three individuals, with specific and joint responsibilities. It was generally felt that a team of people would be better than one individual. This

would perhaps allow for the overall role to be bigger and include more activities than currently undertaken. After further discussion it was agreed to await the outcome of the informal meetings next week, so that any of the interested Group Leaders can input their views and shape the roles.

8. AOB

Pam T raised the issue of the provision of a first aider at the monthly meetings, following an incident at the October meeting. Firstly, we need to find out if we have any first aiders. Pam (Chair) will ask members at this afternoon's meeting.

Action: PU

Secondly, Martyn had raised the issue of insurance for group equipment stored by a third party or stored at a member's home. Debra contacted National u3a and the insurance confirms the following:

- The Aviva Insurance Policy provides cover for any individual u3a affiliated to the Third Age Trust against loss or damage to property owned by a u3a, excluding wear and tear depreciation and gradual deterioration, where it is held and in transit, This also includes items on loan to the u3a.
- Exclusions include 'unexplained loss' and 'no signs of forced entry'.
- There is a £25,000 claim limit and an excess of £250.
- It was generally felt that storage in a members own home was preferable to using a third party venue where they accepted no risk.
- Individual members who purchase their own equipment would need to check their own household insurance.
- Agenda items for the next meeting:
 - Who will be the next Cu3a Chair?
 - AGM 2026 – Timeline and documents
- CANVA Pro registration. One member had requested Cu3a sign up for CANVA Pro, which at the time we declined. However, if the individual is prepared to set up a group for CANVA, Cu3a will sign up for the registration and use. IT is suggested that an item is put into News & Views to assess interest in a group.

9. Trustee Business: None

10. Date & Time of next meeting

Wednesday 10th December 2025 at 10.00am.

The meeting closed at 11.55 am

Accepted as a true record. Pam Upton,

A handwritten signature in black ink, appearing to read 'P. Upton', written in a cursive style.

Chair