

**Leicester U3A (Charity Number 1083274)**

**Minutes of the Committee Meeting**

**Held on 12<sup>th</sup> August 2022 2pm at Christchurch Clarendon Park Road**

**Host & Chair:** Tony Davison (Chair)

**Present:** Sue Took (minutes); Neil Taylor (Groups Coordinator); Ros Devine (Secretary); Sandra Barker (Hospitality & Wellbeing); Bob Collins; Angie Barnes; Phil Proud; Karen Closs (Newsletter); Henry Paulinski (Vice Chair)

**Apologies:** Keith Pyne; Margaret Potter (Membership Secretary); Bob Holness (Treasurer)

**1. Computer**

- a. It was discussed about renewing the u3a laptops & agreed that we would purchase three.
- b. DATA BREACH on Secretary's u3a laptop was discussed. The committee immediately took all possible action to safeguard members' data as soon as possible.
- c. Chair will write to The Third Aged Trust with our procedures followed & secretary's report on what happened. **ACTIONS: ROS & TONY**

**2. Policies & Procedures**

- a. A copy of u3a's Terms of Membership will be sent to all members **ACTION ROS**
- b. NT proposed & KC seconded that Disciplinary & grievance policies are adopted and put in place straight away
- c. A discussion on all policies were had as at the induction meeting there had been more than one version of these circulated. **ACTION ROS**

**3. AOB None**

*Meeting closed at 3.45pm*