

## Minutes of the Committee Meeting

Held on 31<sup>st</sup> January 2023 2.00 p.m. at Christchurch, Clarendon Park Road

**Host & Chair:** Henry Paulinski (Vice Chair)

**Present:** Margaret Potter (Membership Secretary); Bob Holness (Treasurer); Neil Taylor (Groups Coordinator); Sandra Barker (Hospitality & Wellbeing); Keith Pyne (Speaker Finder); Phil Proud; Karen Closs (Newsletter); Angie Barnes; Bob Collins; Sue Took (Acting Secretary)

**Apologies:** Tony Davison (Chair)

### Minutes

The following minutes were approved:

29<sup>th</sup> November Confidential

29<sup>th</sup> November

Sue will arrange for signing and send the non-confidential minutes to the website. **ACTION SUE**

#### 1. Matters Arising (not on the agenda)

Car Park – There has been no further correspondence since the car parking at monthly meetings since Bob H's letter. The stamp club will be meeting again at the same time as the February monthly meeting so similar problems may occur. Neil will speak to Jean, the letting agent, to ask if it is possible to reserve one space for the speaker. **ACTION NEIL**

Systems Administrator/Audio Visual – Irene Ault is stepping down after many years in the aforementioned roles and previously on the committee. Margaret proposed and Neil Seconded that this should be acknowledged at the AGM with thanks and a suitable gesture. It was unanimously agreed to purchase book tokens and a small bunch of flowers. A budget was agreed and Phil offered to organise. **ACTION PHIL**

#### 2. Chairs Report

Confidential Matters – These were discussed and are on a separate confidential minute.

#### 3. Secretary's Report

Charity Commission Website - Bob H confirmed that Ros Devine has been removed from the Charity Commission website. The email she received and forwarded to Sue was from Charity Digital so no action is required.

IT Security - The one month's free McAfee licences on the new laptops is due to expire. Margaret advised that for McAfee is not only expensive it also takes up a lot of storage space on the hard drive. For Windows 10 onwards Windows Security System is sufficient and those with the new laptops should enable this accordingly. The old laptops are not used for internet connection. **ACTION KAREN & ANGIE**

Laptop Used for Monthly Meetings - The laptop currently held by Irene will be passed to the new Systems Administrator Dave Barnes. **ACTION NEIL**

Roles & Responsibilities - The roles and responsibilities updated by the sub-committee were reviewed and changes suggested. These were agreed and once made they will be circulated and filed. If any member expresses an interest in a particular committee position in the run up to the AGM a copy of the relevant job description can be sent to them. **ACTION SUE, SANDRA & NEIL**

Old Committee Minutes - Sue enquired if she could shred any committee meeting minutes prior to 2009. This suggestion was declined. Phil offered to store them in her cellar in a damp proof box. Margaret proposed and Karen seconded that this should take place and this was unanimously agreed. **ACTION SUE & PHIL**

AGM – Sue has the documents for distribution to members for the AGM by Membership Secretary. Members not on e-mail will be sent a printed copy and any member unable to print a copy can ask for one. The Chair and Treasurer Reports will be done by the end of February. They will also be displayed on the screen at the AGM. Margaret reminded everyone that the committee will be providing cakes for the members to be served with tea and coffee after the meeting. **ACTION SUE & MARGARET**  
The format of the AGM was discussed and the way in which it needs to be conducted constitutionally.

Systems Administrator – Margaret will ask Dave to remove Irene’s access with effect from 1<sup>st</sup> February.  
**ACTION MARGARET**

Scam E Mails – Margaret will send details of any new scams in neighbourhood watch to Sue for circulation to members. **ACTION MARGARET & SUE**

40<sup>th</sup> Anniversary Video – Margaret proposed & Neil seconded that this be shown at the February monthly meeting and AGM both during coffee after the speaker and meetings respectively. It will also be added to the website and ultimately YouTube. It will be retitled u3a Day 2021. **ACTION NEIL**

#### 4. **Treasurer’s Report**

The report was presented.

Amazon have still not processed the refund for the computer that had to be returned. Its communication has been incredibly poor, and Bob has therefore now requested “charge back” from Barclays of the payment. Amazon now has 5 to 8 weeks within which to contact us.

Bob proposed that any future IT equipment should be purchased from somewhere other than Amazon, preferably PC World. This was instantly unanimously agreed.

Asset Register - The new laptops need adding to the asset register. **ACTION BOB.**

2024 Membership Fees – Cannot yet be set due to network silence.

5. **Membership Report** – Membership stands at 400 but there are 70 members who will lapse on 1<sup>st</sup> February. It is usual to recoup a proportion as the month progresses. Margaret will be contacting all have not renewed by 31<sup>st</sup> to remind them that their membership will be lapsed. She will also let all convenors know if members of their group are not current and remind them that they cannot attend any u3a function until their renewal is received. **ACTION MARGARET**

Attendance figures for all 2022 monthly meetings were presented and conversion rate of visitors to members. It would appear that there is possibly evidence that people come as a one-off visitor to a speaker that they are interested in seeing.

6. **Groups Report** – The groups reported had been previously circulated. We have 63 groups and several potential new groups.
7. **Programme** – Budget for speakers was discussed. Bob C proposed and Margaret seconded that this should be increased to £640. This was unanimously agreed.
8. **Wellbeing** – Coffee mornings invitations have been sent to new members. Consideration will be given to doing something special at the coffee morning immediately preceding or following the coronation.
9. **Next Meeting** – 28<sup>th</sup> February 2023 at 2pm

10. **Holiday Dates** These were checked and confirmed as:

Karen:	10 <sup>th</sup> -17 <sup>th</sup> February; 1 <sup>st</sup> -28 <sup>th</sup> April; 23 <sup>rd</sup> -30 <sup>th</sup> June; 15 <sup>th</sup> -22 <sup>nd</sup> September
Bob C.	
Sandra	
Neil	23 <sup>rd</sup> -30 <sup>th</sup> June
Phil:	

Keith:

Angie: 23<sup>rd</sup>-30<sup>th</sup> June

Sue:

**The meeting closed at 4.05 p.m.**