

Minutes of the Committee Meeting

Held on 28th February 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)

1. Minutes

The following minutes were approved:

31st January 2023 subject to a change of date in the heading

3rd January - Confidential

These were signed by the Vice Chair. The secretary will send the non-confidential minutes to the website.

ACTION SUE

2. Matters Arising (not on the agenda)

Car Park – Neil still has to 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 – On the advice of TAT it had been agreed to appoint a deputy Systems Administrator. Irene Ault had agreed to cover this, and it was agreed unanimously

3. Chairs Report (in his absence)

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

4. Secretary's Report

Newsletter: see also confidential minute.

Karen proposed that Margaret be retained as deputy newsletter editor after she steps down from the committee at the AGM. This was agreed by all.

Coronation: It was agreed that we should mark the coronation by a themed general meeting on Tuesday 9th May, it being the nearest event to the actual Coronation. A sub committee was formed comprising Sue, Phil, Angie, Neil and Sandra to propose how we celebrate this.

ACTION SUB COMMITTEE

Roles & Responsibilities: These have now all been updated with the exception of the following – Groups Coordinator, Convenor, and Newsletter Editor. When these have been completed they will all be circulated to the committee.

Karen has a draft which she will send to Sue

ACTION SUE, KAREN

AGM: Nominations have been received for all posts except one vacancy for a general committee member. The chair will therefore put an 'en bloc' vote to the AGM. Immediately after the meeting those elected will convene in private to allocate and confirm committee posts other than the officers. It was reminded that minutes should be kept of this meeting (single agenda item) for agreement at the next committee meeting. Minutes of the actual AGM cannot be agreed until the AGM the following year.

The agenda, chairs report and finance report will be converted to pdf and circulated to all members by Margaret. She will also consult with Irene to agree the format and provide the documents for display on the screen during the meeting.

ACTION MARGARET

Henry will speak to Tony about a welcome statement reminding members of the conduct of the AGM.

ACTION HENRY

Margaret presented a list of post AGM actions which will need to be carried out immediately afterwards. This included:

| | | |
|---|---|----------------------|
| Update Charity Commission web site |) | |
| Update Third Age Trust for new officers and contact on their web site |) | SECRETARY |
| Update our own website |) | |
| Update Contact List |) | MEM SECRETARY |
| Update membership information |) | |
| Update Application forms 2023 and 2024 |) | |

PRACTICAL Dave will stand near door to ensure all members sign in and no lapsed member enters without seeing Margaret to renew first. Signing in sheets need to be anchored. Bring tape/blue tack

ACTION MARGARET

Refreshments to include cake. All committee members to buy or make and advise Sandra for catering purposes
ACTION ALL

5. Treasurer's Report (previously circulated)

He had sent the full report to the committee for circulation prior to the AGM. He explained his rationale for advising a membership fee of £20 for 2024. He also advised that the new Treasurer and committee should review our held balances. | Recommended level is one year's operating costs PLUS a contingency and cover for any anticipated projects.

Amazon still have not processed the refund for the computer that had to be returned. The bank is involved in dealing with them but they seem to be in some administrative difficulties.

6. Membership Report (Previously circulated)

Membership stands at 359 comprising 2 honorary, 8 Associate and 349 Individual. Of the 40 lapsed members at least two have indicated they will re-join when back from abroad.

7. Groups Report – The groups reported had been previously circulated. We have 63 groups and several potential new groups. Neil will arrange start up meetings for these next week.

ACTION NEIL

8. Programme – The speakers for October and November are still outstanding. Keith is meeting with one of the speakers on 15th March and will then be able to confirm both.

ACTION KEITH

9. Wellbeing – The coffee mornings have been going very well. This month there were 26 attendees. The room capacity has been increased from 25 during restrictions to 40 so there is plenty of room for expansion.

10. Next Meeting – 14th March 2023 immediately after AGM – 1 item on agenda. Allocation of committee posts Tuesday 28th March 2:00pm in Charles Keene Room, Christchurch

11. Holiday Dates These were checked and confirmed as:

Karen: 1st-28th April; 23rd-30th June; 15th-22nd September

Bob C.
Sandra

Neil 23rd-30th June

Phil:

Keith:

Angie: 23rd-30th June; 19th – 21st July

Sue: 24th – 27th March; 13th – 20th July

The meeting closed at 3:45p.m.

