

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting

Held on 4th April 2023 2pm. Charles Keene Room, Christchurch, Clarendon Park Road

Host & Chair: Neil Taylor (Chair & Groups Co-ordinator)

1. **Attendance – Present:** Sue Took (Secretary & Minutes); Ros Devine (Vice Chair); Kay Thompson. Bob Collins (Treasure); Angie Barnes (Membership Secretary); Karen Closs (Newsletter Editor); Phil Proud. Sandra Barker (Wellbeing & Hospitality); Dave Barnes (Systems Administrator); Keith Pyne (Speaker Finder)

- **Absent:** None

2. **Welcome** - Neil welcomed everyone (especially Kay & Dave) to the new committee. He explained how he wanted the meeting to run & what was happening during the meeting.
3. **Matters Arising Not on Minutes** – None
4. **Minutes from Committee Meeting on 28th February & after the AGM** – were agreed. To be sent to Graham to be put on the website. **ACTION - SUE**
5. **Chairs Report** - Had been sent to all committee members beforehand.
 - a. **Induction** - Will be available to Dave & Kay plus anyone who wants to do a refresher. Date to be advised.
 - b. **Confidential Matters** – all closed
 - c. **Trips Organiser** – Veronica Matthews has agreed to do one trip a year & help anyone who wishes to organise another trip for u3a. **Proposed by Phil, seconded by Sandra, Vote carried.**
6. **Secretary Report** – Welcome packs were given to all committee members which included – Roles & Responsibility for their role, blank incident form, u3a's vision, mission & future strategy's, Lu3a's code of conduct for Trustees, Data Protection agreement form & Declaration for fit & proper person form.
7. **Treasurer's Report** - Had been sent to all committee members beforehand.
 - a. Bank mandate is still in the old signatories' names until new signatories are set up. Bob the explained what was to be done.
 - b. Bob H. will stay as a bookkeeper & have access to Beacon while Bob C is learning the role. **Proposed by Bob, seconded by Karen, Vote carried.**
 - c. Bob will be setting up internet banking for payments.
 - d. Bob to book Christchurch of the 2nd Tuesday (monthly meeting) & 4th Tuesday (Committee meeting). **ACTION - BOB**
8. **Membership Report** – Membership stands at 365 which includes 3 new members, 8 associate & 2 honorary members
9. **Systems Administrator** -
 - a. A discussion was had on what access committee members should have or need. Committee members to look at what access they have & it will be discussed at the next committee Meeting. **ACTION - DAVE**
10. **Group Co-ordinator Report** - Had been sent to all committee members beforehand.
 - a. New groups starting. Tai chi's leader is having problems with dates.
 - b. Another meeting will be held for members for groups ready to start. It was suggested staggering times.
 - c. A convenor is a port of contact nor an organiser.
11. **Programme** – speakers as sent out.

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12. **Coronation Celebrations** – Hall booked for 9th May 12.30pm – 5.30pm, we will have refreshments & music fit for royalty. Next Sub-committee meeting is 18th April at Sandra's 2.30pm
13. **Wellbeing & Hospitality** – Some members have complained about the way the tables have been laid out for coffee morning. This is done because numbers are high. Sandra to look at other solutions.
- a. It was suggested having a feedback form for member especially new members to say what they think.

ACTION - SANDRA

14. Holiday Date

Karen; 21st – 28th April; 23rd – 30th June; 15th – 22nd September
Neil; 23rd – 30th June
Angie; 23rd – 30th June
Dave; 23rd – 30th June
Sue; 20th April – 2nd May; 13th – 20th July
Ros.
Bob C.
Keith.
Sandra.
Kay.
Phil.

15. **A.O.B. – Asset Register** was updated & will be sent to all

ACTION - SUE

16. **Date & Time of Next Meeting**; 25th April 2023 2pm - Sue sends her apologies as she is away.

Meeting closed at 4pm