

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting

Held on 31st May 2022 10:30 at Charles Keene Baptist Church

Host & Chair: Henry Paulinski (Vice Chair)

1. Attendance Present: Sue Took (minutes); Neil Taylor (Groups Coordinator); Ros Devine (Secretary); Margaret Potter (Membership Secretary); Sandra Barker (Hospitality & Wellbeing); Bob Collins; Angie Barnes; Phil Proud; Bob Holness (Treasurer); Karen Closs (Newsletter)

Apologies: Keith Pyne (Guest Speaker Organiser); Tony Davison (Chair)

2 Minutes Committee meeting 26th April 2022. Approved.

Minute taker will send minutes to the Secretary to be circulated for comments. Chair to print, sign & send to Ros. Ros will file and send to Web site.

ACTION SUE/TONY/ROS

3. Chair's report.

a) No Report given

4. Secretary's business

a) Circulation of Committee Documents

- Minutes to Ros only, she will circulate to committee members
- Email replies to be sent only to the person who sent it not to all
- u3a national newsletters will be sent to all members & not in our newsletter
- Roles & responsibilities for most roles was agreed & will be sent to all committee members, Chair; systems admin; speaker finder to be carried forward to next committee meeting
- Monthly coffee mornings are a social not a group.

ACTION ROS

b) Succession Planning

- It was recommended that committee members should buddy up, so roles have another member knowing the role
- Bob Collins will buddy with Bob Holness to see what is done as a Treasurer
- Guy was suggested for scrutiny of accounts if needed
- Ros will buddy with Neil to see how Groups Coordinator work
- Angie will buddy with Margaret to see how a membership secretary works
- Neil to buddy Karen for the newsletter
- Sue to buddy Ros to see the workings of a secretary

c) Induction – An induction meeting will be held on 15th July 2022 at 10.30am or 2.30pm at Ros's home for anyone on the committee who have not had induction.

ACTION ROS

d) Micro Software Problems – it was discussed buying new laptops as the ones already in use are old, slow & not functioning properly; agreed to buy two new laptops. Explore charity website for costings

ACTION ROS

e) Management of Leicester u3a 40th Anniversary – quite a few activities have been planned, the subcommittee & conveners will be having another meeting to discuss all. Board games required for the garden party if anyone has any to lend.

ACTION ROS

5. Treasurer's report – Has been circulated to committee members.

a) Zoom – renewal of licenses. Agreed - Free zoom is for only 40 minutes

b) Digital Charities – letter to be sent recorded delivery

ACTION BOB HOLNESS

6. Groups Report – report circulated & agreed

7. **Membership report** - Membership currently stands at: **390**
8. **Programme** – no report
9. **Wellbeing and Hospitality**
 - a) Coffee Morning – Coffee mornings finish 12noon – 12.30pm.
10. **A.O. B** - none
11. **Date and times of next meeting**

Tuesday 5th July at Christchurch 2pm – 4pm
Tuesday 30th August at Christchurch 2pm – 4pm
12. **Holiday Dates** These were checked and confirmed as:

Ros:	24 th June – 1 st July 2022.
Tony:	19 th September – 3 rd October 2022
Margaret:	21 st – 29 th June 2022
Karen:	24 th June - 1 st July 2022; 16 th – 23 rd September 2022
Bob C.	16 th – 24 th August 2022
Sandra	12 th – 16 th September
Neil	23 rd June – 28 th June 2022; September TBC .
Henry:	18 th – 20 th June 2022; 4 th October – 12 th October 2022
Keith:	11 th – 30 th June 2022
Angie:	1 st July – 10 th July 2022
Sue:	8 th June 2022 - TBC

MEETING CLOSED @ 16:10