

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting held at Christchurch on Tuesday 25th February 2020 at 14:00

Host: Elizabeth Somogyi

Present: Steph Smith (Chair), Ros Devine (Secretary), Bob Holness (Treasurer), Margaret Potter (Membership Secretary), Sandra Barker (Well Being and Hospitality), Bill Manners (Committee Member), Elisabeth Somogyi (Committee Member), Neil Taylor (Groups Co-ordinator), Jenny Foxon (Committee Member),

1. Welcome and Apologies

Apologies received. Tony Davison (Minute taker) Margaret agreed to do the minutes in his absence.

2. Minutes of Committee Meeting on 28th January 2020 and Matters Arising

The Committee Minutes were agreed and signed by Steph subject to the following corrections:

Under those present - Bill is not treasurer, and Bob is.

Under item 5 Treasurers report – Line 2 after ‘budget for next year’ add full stop. Delete ‘which’ and replace with ‘The subscriptions for next year’ AND para 3 add at end ‘as requested in his report’.

3. Chair’s Business

- a) The chairs report for the AGM was presented for information.
- b) Sun Committee U3A Day: Steph has resigned from this, therefore Elizabeth reported progress so far. See document ‘Preliminary Plans for U3A 3rd June Celebration’. Henry Paulinski, Denise Buchan and Irene Ault have offered to help. Irene is doing a mock-up of the proposed DVD. She is a member of the ‘Making a Video’ group who may also be able to assist. The Council have been contacted about access to power for showing the DVD but it has also been suggested that we try for a place in Highcross. Neil is contacting them to see if this is possible. **ACTION NEIL**

Steph drew attention to the fact that there will soon be four vacancies on the Committee and that it will be necessary to canvass members to encourage them to join the Committee. We will need plenty of material to hand out so Ros will contact TAT to request 500 each of any publicity material we could use to be sent to Margaret for storage. She will also re-circulate a project planning template which she has.

ACTION ROS (2)

4. Secretary’s Business

- a) Committee Conduct: It was agreed at the last meeting that Elizabeth would add a section on ‘Exit Strategy’ for security purposes. This will be circulated and agreed and signed at the next meeting
ACTION ELIZABETH/ROS

- b) Annual General Meeting: Ros has received 7 nomination forms. One other member – Colin Derrick - has expressed an interest but as they are overseas cannot complete a nomination form and will have to be co-opted after the AGM. Steph will also contact Kay Relf and Robin Bowler who were suggested. **ACTION ROS**

The agenda needs amending – In Item 4 should read Subscriptions for 2021 NOT 2020, and Approval of the examiner of the accounts should read for 2020 NOT 2019. Item 5 should be deleted and subsequent items re-numbered from 5 to 7. Ros will now circulate the Chairs and Treasurers reports, and an amended agenda to all members on Email. **ACTION ROS**

When she receives them, Margaret will then print out and distribute to all members not on Email. She will also prepare large font version for our partially sighted member. **ACTION MARGARET**

c) Widening Participation.

Elisabeth has now re-established contact with DICE (Diversity, Inclusion and Community Engagement) at Leicester University, who have been very helpful. They would like a reciprocal arrangement with us for the exchange of speaker recommendations. Margaret has had contact from 'Lifelink' who represent the 'Richmond Fellowship' a mental health charity. She has told them the conditions under which we accept people for membership and is waiting for further contact from the potential member. Ros reported that the Clinical Commissioning Group have changed their Web page again so she is still trying to find a more recent GP list for Margaret to work from. **ACTION ROS**

When Margaret has this she will circulate those within the city with the TAT leaflet she holds. **ACTION MARGARET.**

Ros will present documentation about widening participation and social prescribing to the next meeting. **ACTION ROS**

We also need to review various procedures. A subcommittee will meet to review and present them to the next meeting. **Ros, Jenny & Margaret** volunteered **ACTION ALL 3**

5. Treasurer's Report

a) Report: This had previously been circulated. Margaret explained her higher than usual expenses due to posting AGM documents and badges after the February meeting.

b) Accounts: A recommendation had been circulated by Bob to consolidate and close some of the accounts we currently hold. CLOSE Events and transfer balance to Community A/C, AND, TRANSFER balance on smaller deposit account to Community A/C. This was agreed. **ACTION BOB**

c) Debit Cards: These are currently in the names of Bill and Irene (who has destroyed hers). It was agreed that Bob should contact the bank to delete both of these and re-issue them to himself and Ros **ACTION BOB**

d) Printing at Beauchamp: After a visit by Bob & Steph a process has been agreed for payment by debit card over the phone. There is still a problem within missing invoices covering about eight months of 2019. Bob intends to contact the Chief Financial Officer to try and resolve this. **ACTION BOB.** He had also highlighted an uplift of nearly 100% between costs for the January (28 pages) and February (32 pages) newsletter printing costs. Steph will contact them to ask for specifics and challenge the charge for February. **ACTION STEPH**

The meeting then broke for refreshments

6. Membership Secretary

a) The following changes were notified to the report previously circulated. Membership now 421. That is 6 Honorary, 12 Associate and 403 individual. At the same time last year the total was 389 so we are on track to recover our year-end total. There are 12 m2mbers who could still renew of which there has been no contact with 8. Margaret will try ringing again and then transfer them to 'Resigned@ with a note to say due to no contact. **ACTION MARGARET**

b) Beacon Update: Access - Irene has confirmed that all the committee bar two plus Siham Turvey have access at various levels to Beacon. Elizabeth and Bob have no access according to her. Margaret will now request this. **ACTION MARGARET.** In addition Jenny has been unable to access it so far despite having a log in. Steph will try and help her, and if unsuccessful they will request a new one from Irene. **ACTION STEPH/JENNY**

Finance module –When inputting membership renewals or new members it is very easy to allocate the funds to the wrong account. Irene has confirmed that there is no way round

this currently unless during the development of the new version the default (current a/c) is either removed or able to be set by the user. Bob can directly change the account deposited to in certain circumstances. He and Margaret will do a test to see if he can amend her entries, and if so they will use this method in future rather than Margaret having to make two compensating entries to correct any errors. **ACTION BOB/MARGARET**

7. Groups Co-ordinator

Neil's report had previously been circulated. He announced that our Pub Quiz team had won their latest appearance at the 'Sir Robert Peel'. A number of people had expressed an interest in joining the group. Steph will add something about the win, and also canvas for other interested people in the next newsletter under the group report. **ACTION STEPH**

Neil had received an offer from a firm of solicitors to run free workshops for members on Lasting Powers of Attorney. It was decided that we could not promote this as they are a commercial enterprise. Instead, Ros will contact the 'Frailty' nurse who she believes can also arrange these. **ACTION ROS**

He had also received an email from St Mungos Recovery College offering various services to the homeless or those at risk of homelessness. They were looking for volunteers. It was decided that this was not appropriate to circulate to our members.

8. Publicity This item will in future not appear on the agenda as a separate item, but will be dealt with under any item requiring publicity as part of that discussion Ros will remove from the agenda **ACTION ROS**

9. Wellbeing and Hospitality

Sandra reported that at the last meeting she had received a good response to Steph's plea for more meters & greeters (8) and help in the kitchen. (9 with herself). She has created a rorta and sent it to everyone on it.

LRFHS – It was agreed to man a table at their upcoming event, and Angie Branes has volunteered to do so. Steph will also help though she will no longer be a committee member but will have the necessary expertise to represent us. **ACTION STEPH**

AGM catering: Everyone was reminded that we each provide a cake to the AGM for the networking afterwards. **ACTION ALL**

10. Dates and Times of Meetings. As this will be for the new committee it will be immediately after the AGM to decide on the allocation of roles. In the event that we are not quorate, the CURRENT committee will meet instead to decide the re-convening of the event and a meeting will be agreed for immediately after that event.

11. Holiday Dates. Elizabeth 1st to 15th May
Neil 4th to 18th April

12. AOB- Domain Name. Ros has received an invoice for renewal of the domain name leicesteru3a.uk from Nemesco. This is for 1 year for £ 16.79 Irene had also emailed to say it was due and that they wanted £21.99 plus VAT (£26.39) for 2 years with a recommendation to renew although we no longer use it and to prevent someone else doing so. It was agreed to renew. Bob will contact them to see if we can have an invoice for the 2 year rate which is slightly better, and then pay the appropriate amount. **ACTION BOB**

Date of next meeting – See item 10. Immediately after AGM on Tuesday 10th March.