

Leicester U3A (Charity Number 1083274)

**Minutes of the Committee Meeting held at Christchurch on Tuesday 28th January 2020
at 14:00**

Host: Jenny Foxon

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

1. Welcome and Apologies

No apologies received. Gabi Garland has resigned from the Committee.

2. Minutes of Committee Meeting on 19 December 2019 and Matters Arising

The Committee Minutes were agreed and signed by Steph.

With regard to Item 2, Margaret has offered to store the hard copies of the minutes after Neil has seen them.

Action: Neil to relieve Ros of past sets of Minutes and pass them on to Margaret.

3. Chair's Business

a. Succession

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

b. Newsletter

There was a shortage of hard copies of the newsletter at the Open Mic event. It was agreed that the number printed should be increased from 140 to 150.

c. Confidential Items

A recent confidential issue has now been concluded. Documents related to it are to be kept by Ros in a separate Confidential Folder. Steph is to ask past Committee Members to delete any relevant records they may have.

4. Secretary's Business

a. Committee Conduct.

A section regarding exit procedure – retiring Committee members to delete records of meetings they attended - to be added. The Committee is to carry out an annual review of all

documents held by Committee members. A copy of the document is to be on the table at the AGM for inspection by U3A members.

Action: Elisabeth to prepare the final version.

b. Social Prescribing

The NHS Clinical Commissioning Group is running the programme. Ros has asked the Group for advice on how it will impact on U3A but has had no reply. Margaret has identified 97 GP Managers and wants to contact those nearest to central Leicester to discuss the matter. **However, as the link was badly out of date Ros agreed to find a more recent one for Margaret to work from. ACTION ROS**

c, Annual General Meeting

Copies of the constitution and nomination forms are to be emailed to members.

d. network Affiliation

The U3A CEO will explain the detailed arrangements at the next Network meeting.

e. Widening Participation.

Elisabeth, the Leicester U3A Research Ambassador, is setting up a working party. She is going to liaise with DICE (Diversity, Inclusion and Community Engagement) at Leicester University, who had previously been interested in the project. Neil is going to contact the convenors of the History and Architecture Groups who are likely to be involved in the working group.

There is to be a regional meeting on 21 April, which Elisabeth will be attending.

5. Treasurer's Report

Bill's report for 2019 was approved and can now be issued to the membership.

Bill also presented the budget for next year, which will need to be approved at the AGM. He considers that there is no need to change the subscription for next year but pointed out that the budget does not include any provision for expenditure on the forthcoming U3A Day.

The Committee formally gave authorisation for Bob to have access to the necessary information.

There have been problems with payments to Beauchamp College for printing charges.

Action: Bob is to get confirmation from Beauchamp College of the payment procedure.

6. Groups Co-ordinator

Neil had previously circulated his report. He added to this by saying that a Local History Group is to be set up. The County Bridge Club in Wester Park has offered space for any Bridge related activities. His report was approved.

7. Membership Secretary

Margaret reported that there are still 74 people, including four Group Convenors, who have not yet renewed their membership. They need to do this by Friday 31 January. Elisabeth is to contact the Convenors concerned.

Margaret said that records of those whose membership lapsed six years ago are destroyed and they would have to re-join rather than simply renew their membership.

8. Publicity

In future Publicity matters will be incorporated into consideration of the U3A Day, which is to be a standing item on the agenda for Committee meetings. A meeting of the U3A working party is being arranged.

As some people appear not to be receiving all reports it was agreed that we would use the Generic or Beacon email addresses only. Margaret will check who is on Beacon and circulate the list.

9. Wellbeing and Hospitality

At the last general meeting there were problems with meeting and greeting, and with helping in the kitchen. The need for more volunteers is to be raised at the AGM.

10. Dates and Times of Meetings.

The next meeting will be on Tuesday 25th February (14:00). Elisabeth to host.

There will be a short Committee meeting at the end of the AGM to formalise roles and to arrange future meetings.

11. Holiday Dates.

Tony: Feb 24 – March 2; March 28 – April 5; April 8 –12; May12 – June2; Sept 22 – Oct 1.

Margaret: July 21 – 26; Sept 12 – 17.

12. AOB

It is important that everyone attending the AGM signs in and this needs to be monitored by Committee members. Bill, Jenny and Tony volunteered to do this.

Date of next meeting - 25th February

Time – 14.00

Venue – Christchurch

Host – Elisabeth