

Minutes of Committee Meeting
Held on Tuesday 23rd July 2024 at 2.00 p.m. at Christchurch, Clarendon Park Road

Host & Chair: Neil Taylor (Chair)

Present: Neil Taylor (Chair); Angie Barnes (Vice-Chair & Membership Secretary); Dave Barnes (Treasurer & Systems Administrator); Karen Closs (Secretary); Sandra Barker (Hospitality & Wellbeing); Bob Collins; Phil Proud; Kay Thompson; Glyn Bray; Pam Harrison; Valerie Muggleton.

Apologies: None

1. Minutes of the Committee Meeting on 2nd July 2024

Minutes of the meeting held on 2nd July 2024 were approved with one small amendment. Karen will send them to Graham for the website. **ACTION KAREN.**

2. Matters Arising (not on the agenda)

None.

3. Actions From Previous Minutes

- a. Dave is yet to purchase laptops. **ACTION DAVE.**
- b. Dave is yet to update the asset register with regards to the big screen change of location. **ACTION DAVE**
- c. Other IT issues were agreed to be longer term (Microsoft Licences & continuity of email storage).

4. Chair's Business

- a. Chair's report – The Chair's Report had previously been circulated.
- b. Induction – Neil has provisionally earmarked the first Tuesday in October for the Induction of Glyn, Valerie, and Pam. As neither Phil nor Kay have been inducted these will follow along with any chance for any other committee members who would like a refresher. **ACTION NEIL & KAREN**
- c. TAT/Leicestershire & Rutland Network – Neil & Karen have voted for the current Vice Chair of TAT to become the new Chair as Liz Thackray is standing down. He has been very active in designing the "Fit for The Future" plan which includes a slimmed down Board and a new Council of Representatives, representing networks and regions with ideas, suggestions and help with problems.
- d. Publicity – Karen needs to update the new Member leaflet but only has a paper copy. Dave has it in electronic format, but it is done on publisher not word. He will email to Karen. **ACTION DAVE & KAREN**

5. Treasurer's Business

- a. Expenses – Dave has paid Veronica's expenses but heard nothing else from her.
- b. Accounts – Dave presented the accounts. At this point we are approximately £2,000 up on where Dave's budget anticipated we would be at this point. However, this includes the surplus made on Veronica's trip.
- c. Debit Card – The application form needs a second signature Neil will sign. **ACTION NEIL & DAVE**
- d. New Laptops – Dell currently have a sale on. Dave has tried to order 2 laptops, but it is card payment only, no option to pay by bank transfer. He will ring Dell otherwise he will pay on his credit card and claim on expenses. **ACTION DAVE**
- e. Gift Aid – Dave is working through the gift aid. He has found 3 lapsed members, and 1 current member for whom a claim should, but hasn't been made. He won't worry about the lapsed members but will investigate the current member. As state pension alone will soon take people over the personal allowance, Dave proposed that he sends an email asking if anyone else is eligible to gift aid. Karen seconded and this was agreed unanimously. **ACTION DAVE**

6. Secretary's Business

- a. Charity Return – Karen has now done the charity return and returned the signed accounts to Dave.
- b. Copyright – The current licence is due to expire on 31st July. The price has risen from £64.20 to £67.21. As events and groups rely on this Karen proposed we renew the licence, Dave seconded, and this was agreed unanimously. **ACTION KAREN & DAVE**
- c. Policies – Both Karen & Valerie have been looking at trips policies and will collaborate as soon as possible. **ACTION KAREN & VALERIE**

7. Emails

It was explained again and for the benefit of new committee members that there is no need to say thank you to emails it is taken as implied and doing so:

- a. Messes up threads.
 - b. Can lead to important emails accidentally being deleted.
 - c. Is an interruption when people are working hard trying to get things done.
- However, if an email invites a response, opinion, or asks a question then, of course, replies are appreciated.

8. Trips

- a. Trips Policy – as above Karen and Valerie will collaborate on a trips policy and job description. Valerie would like to see changes to the trips form. Bob suggested that at the Leicester Ramblers everyone carries a medical alert card with a medication list and medical conditions that nobody needs to see unless a member collapses. **ACTION KAREN & VALERIE**
- b. Spalding Trip – It was agreed that the decisions made at the last committee meeting will stand, despite 6 messages from members of Veronica's group. It was noted that the email had been discussed with members of the group, several of whom were not on the trip, but not with the members not in the group that made up the remaining people who were actually on the trip. The quality and extremely hard work that goes into the trip are not in question at all, but we cannot keep on making a year-on-year surplus. Dave proposed 3 options which Karen seconded and was agreed unanimously:
 - i. A refund of the surplus
 - ii. Donation to Leicester u3a
 - iii. Offset against next year's trip.

Neil will advise Veronica and Dave will contact members on the trip **ACTION DAVE & NEIL**

9. Garden Party

- a. Angie has acquired plates, serviettes & napkins.
- b. Angie asked if any of the committee were prepared to donate a cake (homemade or bought) as we do at the AGM. Most people volunteered.
- c. Angie has been to Costco and prices have gone up significantly. Karen offered to make sandwiches at her own expense rather than exceed the budget that Dave had set, and asked if any other committee members were willing to do the same or help with making the sandwiches. Several people offered.
- d. A deadline for ticket sales is required so that we know numbers for catering for purposes. Angie proposed 2nd August, this was seconded by Neil and agreed unanimously.
- e. Sandra and Angie will meet next Tuesday to discuss catering arrangements.

10. Membership

There are 3 new members this month.

11. Speakers

- a. Attendance at monthly meetings and variety – The speaker list for next year was circulated. It was noted that one speaker had been invited back for a third successive year and another for a fourth. There have been comments from members that speakers are becoming boring and repetitive. Angie had printed year on year lists of who the speaker was, the number of members present and whether any visitors attended. There was a marked decline in members and only 2 visitors last year. Angie proposed she

contact Keith and ask him to cancel the two repetitive speakers and find alternatives on a variety of topics. This was seconded by Karen and agreed unanimously. Neil has responses from members who are willing to speak that he will forward to Angie. In addition, one member who had been booked to speak was not suitable. Glyn agreed to speak to this member as he is friendly with the member as we do not want to cause any offence. **ACTION ANGIE/NEIL & GLYN**

12. Groups' Report

- a. Groups' Report – There have been no new groups this month although pop up ukulele may be starting soon.
- b. Group' Co-ordinator Role Split – Sue Took has expressed an interest in doing the whole job but this would require Beacon access. She is prepared to come back on committee to do this. Karen presented the Beacon privileges and mentioned that an exception was made **WITHOUT PRECEDENT** for Margaret because of her vast Beacon experience. Karen pointed out we can't co-opt her as we have already co-opted the maximum 3 members years this. It was proposed by Karen that we leave the job split. This was seconded by Neil, and it was agreed with one abstention. Karen will inform Sue and Margaret. **ACTION KAREN**
- c. Group Convenors' Meeting – Sue would like to arrange a meeting for all convenors to introduce herself and get to know them. Karen proposed that this is an excellent idea, Sandra seconded, and it was agreed unanimously. Karen will confirm to Sue. **ACTION KAREN**

13. System Administrator Report

- a. Convenor Training on website – Dave will arrange this as soon as he can agree a suitable date, time, and venue with Graham. This will need to be done in small groups so will be separate to Sue's convenors' meeting.
- b. Backup for Graham – Neil, Dave, Irene, and Karen have all volunteered to function as back up for Graham. This was proposed by Dave, seconded by Neil, and agreed unanimously. Graham has forwarded the manual to Karen and Irene which all will read and digest as quickly as possible. **ACTION DAVE/NEIL/KAREN**
- c. Convenor Beacon Access – to their own group only had been muted. Karen highlighted that we could not allow convenors to have access if we were not allowing the Groups' Coordinator. Also, it would require time for training, checking antivirus on each device, is easy to make a mistake and, as not all convenors would want it, the groups' audit would become more complicated. She proposed therefore that this does not proceed. This was seconded by Dave and agreed unanimously.

14. Any Other Business

- a. Updated Contacts List – has been held up by people not replying but Dave will now circulate on the assumption that those still to reply have no changes. **ACTION DAVE**
- b. Confidentiality – Karen advised that she had overheard two committee matters being spoken about by non-committee members since the last meeting and reminded everyone of the committee code of conduct.

15. Any Other Business

Holidays

Bob	16 th – 19 th August
Phil:	6 th -9 th September
Dave & Angie	13 th -23 rd September
Sandra	16 th – 27 th October
Dave & Angie	20 th – 27 th December
Karen	20 th – 27 th December
Neil	20 th – 27 th December

Date & Time of next meetings – Tuesday 3rd September 2024 at 2pm
Tuesday 1st October 2024 at 2pm

Meeting closed at 4.20 p.m.