

Minutes of Committee Meeting

Held on Tuesday 3rd September 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); Glyn Bray (publicity & Audio Visual); Valerie Muggleton (Trips Coordinator); Phil Proud (Audio Visual); Bob Collins; Kay Thompson; Pam Harrison.

Apologies: None

1. Minutes of the Committee Meeting on 2^{3rd} July 2024

Minutes of the meeting held on 2^{3rd} July 2024 were approved. 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. Backup is yet to be sorted for the Web Manager. **ACTION DAVE & KAREN.**
- b. Other IT issues are longer term (Microsoft Licences & continuity of email storage). **ACTION DAVE (NOT URGENT).**
- c. Karen needs to finalise the publicity/new member leaflet. **ACTION KAREN.**

4. Chair's Business

- a. Chair's report –The Chair's Report had previously been circulated.
- b. Induction – Neil proposed that the date of the induction be changed to 7th November at 2pm and that all new members and any existing members who had learned on the job or would like a refresher should be inducted at one meeting. This was seconded by Karen and agreed unanimously. **ACTION NEIL & KAREN.**
- c. TAT– The AGM takes place on 16th October. Neil & Karen will both be attending by zoom. Neil will circulate the resolution proposing Fit for the Future, whereby TAT has a smaller Board of Trustees and a Council of regional representatives from u3as nationally to deal with day-to-day issues once he receives it. There does seem to be some of u3as questioning the Special Resolution and Neil will keep everybody informed. Neil is in favour of the Resolution, Karen seconded (with a proviso of details seen so far and what further information may be received) and all agreed except 1 abstention.
- d. Christmas Lunch – Neil & Kay Relf have finalised the details and booking form for the Christmas lunch. Neil will circulate the menu and booking forms to all members and Kay will sit at the monthly meetings in September and October assisted by Kay Thompson. Neil will ask Graham to also advertise via the website and Karen will add to the Facebook page. The deadline for members to book is Friday 18th October leaving time for Kay to pay the deposit by 11th and preorder menus by 8th November. Our thanks go to Kay for agreeing to do this again this year. **ACTION NEIL, KAREN, KAY & KAY.**
- e. Christmas Party – The hall at Christchurch is booked on the 2nd Tuesday in December except from noon to 3.30 p.m. Bob proposed we try asking the Quakers if their large meeting room and kitchen are available and if not ask if there are any alternative dates at Christchurch. This was seconded by Phil and agreed by all. There was some debate as to whether we usually provide just mince pies or a full buffet at Christmas. Bob proposed a cost of £2.50 a head, this was seconded by Glyn, but the vote was split. This will be discussed again once we have a firm date and venue.

5. Treasurer's Business

- a. Statement of Accounts – Dave provided and explained the statement of accounts at 30th August 2024.
- b. Laptops – The 2 new Dell laptops have been purchased for use by the Chair and Treasurer as previously agreed. Dave will add these to the asset register and change the location of the large screen now that it has been moved from Christchurch. **ACTION DAVE.**

- c. Debit Card – Neil and Karen have now signed the form, and Dave should have the card from Barclays soon.

6. Secretary's Business

- a. Copyright Licence – We now have the new licence, and Margaret has circulated to Convenors.
- b. New Member Leaflet - Karen just needs photos of our new committee members to finalise the publicity/new member leaflet which she will take after the close of the meeting. **ACTION KAREN.**
- c. Policies – Both Karen & Valerie have been looking at trips policies and will collaborate as soon as possible. Karen is reluctant to proceed until the issue with Architecture and Design trip has been solved, hopefully with mutual agreement. **ACTION KAREN & VALERIE.**
- d. Spalding Trip – It was agreed that the decisions made at the last committee meeting will stand, as we cannot keep on making a year-on-year surplus when there is already a substantial cushion for future trips. Again, the quality and extremely hard work that goes into the trip are not in question at all and Veronica is thanked for all of her hard work. She has been invited to meet Neil and Dave to discuss reasons for the decision and to try to reach a mutually agreeable compromise. As such Dave proposed that he send an email to the people on the trip outlining the 3 options previously agreed:
 - i. A refund of the surplus
 - ii. Donation to Leicester u3a
 - iii. Offset against next year's trip.

Neil will advise Veronica. **ACTION DAVE & NEIL.**

7. 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**

8. Groups' Report

- a. Groups' Report – There have been no new groups this month.
- b. Group Convenors' Meeting – Dave will liaise with Sue to arrange a meeting for all convenors. **ACTION DAVE.**
- c. Convenor Website Training – There has been some misunderstanding regarding this. Any convenors interested can teach themselves from the manual and ask questions as appropriate but there will not be training sessions.
- d. Expenses – have been submitted for a new board, stamps for bus pass tours, ink, and paper. The paper has been provided via central purchasing and ink is a monthly subscription. It was agreed to refund the board, not the paper, not the stamps as groups are required to be self-funding so members not on email will need to provide stamps themselves to the convenor or trips planned in advance to include bus times and meeting details. As regards to ink this will be reconsidered when there has been any printing for groups. Proposed by Karen seconded by Neil and agreed unanimously.

9. Systems

- a. Backup for Graham – Karen has not had a chance to look at this yet due to family illness/Injury and is unlikely to be able to do so in the near future. Graham is aware.

10. Any Other Business

- a. Angie advised she can print paperwork for committee meetings for anyone who can't as she has the u3a printer.
- b. Glyn has an email regarding social prescribing.

- c. Speaker – Angie has forwarded several speaker details to Keith. Angie and Glyn will continue to chase for speaker details. Angie will ask him if he wishes to continue in the role. **ACTION ANGIE & GLYN.**

Holidays

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 1st October 2024 at 2pm
Meeting closed at 3.55 p.m.

APPROVED