

## The minutes of the Tetbury and District U3A Steering Committee

9<sup>th</sup> September 2019 2:00 pm

### 1. **Apologies for absence**

John Rees, Pat Jackson, Gill Parsons

### 2. **Minutes of the last meeting and matters arising**

Concern was expressed that some steering committee members had not received copies of the minutes.

ACTION: Carmel will co-ordinate sending out minutes, agenda and reports prior to the meeting.

ACTION: All. Reports to be with Carmel no later than the Wednesday prior to the steering committee meeting

Steering committee members raised concerns about reciprocal arrangements after the last meeting. This was discussed further later in the meeting. All other matters arising are also covered elsewhere on the agenda.

### 3. **Finance: Response from National Office and Overview**

Although there have been indications from the National Office that there is agreement in principle to staggered payments, there has been no firm confirmation.

ACTION: Carmel to draft a response to National asking for firm confirmation and alerting them to the possibility that staggered payments will also be needed in 2021/22.

Discussion followed about rescheduling fee payments, which was not felt to be a good idea.

It was also suggested offering Third Age Matters online only.

ACTION: Lawrence to look at the online version and get views from committee members about whether we should provide a link to the online version on our website

Our accounts have been reconciled and the balance is currently healthy. Anita has made savings on speakers

ACTION: Douglas to pursue why signatories have received nothing from Lloyds and to pursue with them the Tetbury and District U3A as the correct title for the account. The naming issue has not caused any problems with cheques being paid in. Douglas reported that he will be setting up a sports and social account.

ACTION: Douglas to apply to HMRC to set up Gift Aid. This will also provide a discount on software.

### 4. **Membership Status**

There are no problems.

To ensure we are getting feedback from our members, there will be a suggestion/comments board at the monthly meeting on the 18<sup>th</sup>.

It was agreed that there will be a workshop in January/February to get feedback and suggestions from members.

It was also agreed that there will be a recruitment drive focussed on the district, potentially through coffee mornings

ACTION: Gail and Gill to champion this

#### **5. Beacon and Website**

Beacon presents some challenges but is a good membership data base.

ACTION: Lawrence to give steering committee members who require it permission to email out to all members.

Digital skills are a challenge for many Tetbury and District U3A members. Computing clubs are being set up to address this.

ACTION: Carmel to investigate other sources of support.

The website has been built to evolve and is designed to be our central source of information. This is reliant on Group Leaders keeping it up to date.

All Group Leaders have been trained to use Beacon

ACTION: Pat to make Beacon training available to committee members

#### **6. Report on Groups status**

This report had not been widely circulated. For future meetings Carmel will co-ordinate sending out all papers to everyone prior to the meeting (See item 2)

#### **7. Newsletter Status**

ACTION: Caroline will gather together the information for the newsletter and Judith will publish. Judith will produce the newsletter. Lawrence will help with formatting through a tutorial to share skills.

In addition to the monthly newsletter other mini – updates will be through news flashes on the website.

#### **8. Arrangements for 18<sup>th</sup> September**

It was agreed that the hall will be laid out with two thirds theatre style and a few rows of chairs.

The front foyer will be used to check membership and sign up new members.

There will be a table/ board for suggestions just inside on the left.

ACTION: Anita will liaise with Gail about membership cards.

ACTION: Lawrence will talk to Catherine about the projector

ACTION: Jeremy will talk to Catherine about expected numbers and discuss whether Monday or Tuesday would be cheaper to hire the Goods Shed. Jeremy will welcome Sandy on the 18th

It was confirmed that we will not provide teas and coffees at monthly meetings and will not need a budget for this.

#### **9. Speaker Bookings**

Anita confirmed that there are speakers booked until November 2020 except for July 2020. The list of speakers was circulated.

**ACTION:** Anita to email the list to Gill, Douglas, Pat, John and Carmel

The issue of speakers having to cancel at short notice was raised. Anita has a list of people who could be called on at short notice.

#### **10. Reciprocal Arrangements**

It was agreed that:

- Non members of Tetbury and District U3A can attend a maximum of two sessions of any group, prior to becoming a member
- Monthly meetings are only available to Tetbury and District U3A members (with the exception of 10 places to the meeting on 18/9/19 which will be made available to members of Malmesbury U3A Photography Group at £5 each).
- Admission to future monthly meetings to be reviewed when we have a better idea of numbers
- Competitive fixtures against other U3A's will take place. Decisions whether to charge the visiting team will be at the discretion of the host U3A.

#### **11. Christmas**

There will be a shared lunch for committee members and Group Leaders on 9<sup>th</sup> December. Pat is paying for the room.

It was agreed that other committee members would provide a plate of sandwiches or similar, a bottle of wine and also contribute £5- £10 to the kitty to provide any extras.

**ACTION:** Judith and Anita to bring further details to the next meeting.

It was noted that the RSVP needs to include a special dietary requirement.

#### **12. Next Steering Committee Date**

The next meeting will be at 2:00 pm on Monday 14<sup>th</sup> October

#### **13. Opportunities for Publicity**

See Item 4.

**ACTION:** Gail will liaise with Gill about village publicity and coffee mornings.