

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

14<sup>th</sup> October 2019 2:30 pm

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

John Rees

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

Jeremy has about 50 copies of Third Age Matters.

ACTION: Jeremy to circulate to committee members at the monthly meeting.

Tewkesbury U3A charge an additional subscription if a member wants a hard copy of Third Age Matters. It was agreed that we will do the same.

ACTION: Gail to amend the membership form for next year, so that members opt in if they wish to receive hard copies of Third Age Matters and will be charged accordingly.

All other matters arising are also covered elsewhere on the agenda.

### 3. **Responsibilities: Need for Job Descriptions?**

Jeremy indicated that owing to his health, he may not be able to continue as chair until April, with his current workload. There was a general discussion of what additional support can be offered.

ACTION: Anita to take responsibility for all aspects of monthly meetings, with support from Judith. Anita to send a draft communication to Gail to ask group leaders to encourage their members to attend the monthly meetings.

ACTION: Carmel to draft committee meeting agendas for Jeremy to approve

ACTION: Douglas to look at the national job descriptions to assess whether they meet our needs.

### 4. **Finance: Current Status**

Not all steering group members received the finance report.

ACTION: Douglas to check his distribution list

Subject to phased payments, the current balance is healthy.

Lloyds are progressing the mandate variation. In the meantime, Douglas is the sole signatory. This is not currently an issue as payments are small.

The name change is still with Lloyds. This may impact the Gift Aid application. This does not affect our budget, as Gift Aid has not been included in this year's financial forecast.

It may be necessary to create separate accounts if any group has a major expenditure.

Issues of encouraging group leaders to get up front payments so that they avoid any issues of non-payment were discussed. There was a consensus that group leaders should avoid taking on any financial liability.

## **5. Membership Status**

The 200<sup>th</sup> member has enrolled!

All members have had the joining groups and welcome emails.

Emails sent to all members about refreshing browsers and new interest groups.

We have email addresses for all members, but some gaps in emergency contacts.

All subs paid.

Membership is 1/3 male and 2/3 female. Sixty four per cent are individual members.

Gill and Gail are discussing publicity in the districts.

ACTION: Gill and Gail to pursue coffee mornings in the districts

Word of mouth, including using other opportunities we are involved in, remains a good source of publicity.

## **6. Beacon and Website**

Beacon training has been made available to committee members and group leaders

Three computing groups are up and running , supporting use of Windows, Apple and Android. There is also local support available at Tetbury Library.

ACTION: Jeremy to pursue with his contact in the national office, why Tetbury and District U3A does not appear on the map that people use to locate their nearest U3A.

Some group leaders are not keeping the website up to date.

ACTION: Pat to continue to remind group leaders about the importance of keeping the website up to date and to monitor site regularly

## **7. Report on Groups status**

There has been positive feedback about a number of the groups.

The Piano Group is on hold as there are no members.

The German Group is close to starting.

The Table Tennis Group has had some premises issues, which are being resolved.

The Creative Writing Group may be closing the second group.

There have been some challenges within the Science and Technology Group. The leader feels he can no longer continue, following some difficult dynamics within the group and a variety of expectations about what the group should be. No-one has come forward to lead the group. Options discussed for the current members included joining the Malmesbury Group (which would necessitate joining Malmesbury U3A) or joining the Science and Technology Society in Cirencester.

ACTION: Pat to liaise with Gail about an email to the group asking for ideas about how the group should function.

ACTION: Pat to send the current leader a thank you card.

Ann Cox has volunteered to set up two groups, singing (a Capella) for health and arts for health. There was agreement that this should go ahead.

ACTION: Pat to follow this up with Ann.

## **8. Newsletter Status**

The newsletter has gone out. Feedback has been very positive.

ACTION: Caroline and Judith: It was suggested that a plea for volunteer drivers to bring people to monthly meetings could go into the newsletter.

## **9. Arrangements for 17<sup>th</sup> October**

The first monthly meeting went well, but it was felt that it would be beneficial if opportunities to socialise after the meeting were highlighted.

ACTION: Anita to mention opportunities to socialise and meet group leaders as part of the introduction and the summary at the end.

## **10. Speaker Bookings**

All bookings in place up till July 2020.

The opportunity to use speakers from with our U3A was discussed. It was felt that this should not be a blanket invitation, but could be addressed through individual approaches.

ACTION: All to make any suggestions for potential speakers to Anita.

## **11. Reciprocal Arrangements**

It was agreed to extend the wording as agreed at the meeting on 9th September so that the first bullet point reads:

- At the discretion of the Group Leader, non-members of Tetbury and District U3A can attend a maximum of two sessions of any group, prior to becoming a member

This wording will form the basis of the response to Malmesbury U3A.

## **12. Christmas**

ACTION: Anita to circulate the list of sandwiches for all to indicate what they will provide.

ACTION: All to provide two or three rounds of sandwiches and a bottle of wine.

Other bakes etc are welcome!

ACTION: Pat and Anita to liaise about an invitation to group leaders to go out after the next meeting.

## **13. Opportunities for Publicity**

Also see Item 5.

ACTION: Jeremy to do the poster for the November monthly meeting.

Margaret Gibbs from the Goods Shed has offered to help with distributing posters. We will cover the centre of town and ask Margaret to cover the outlying villages.

ACTION: Anita to give Jeremy Margaret's contact details so that he can liaise with her about how many posters are needed.

ACTION: Jeremy to give Gill six posters for local publicity.

**14. Next Steering Committee Date**

The next meeting will be at 2:30 pm on Monday 11<sup>th</sup> November .

**15. AOB**

**a) HMRC Registration**

It is not possible to obtain Charity Commission registration for Tetbury and District U3A as the turnover is too small , but we can register with HMRC which will give us access to a reduction in the cost of software such as Adobe Acrobat Pro , which will help with online forms and Office 365 , which will give access to clickable links.

ACTION: Douglas to pursue registration with HMRC and whether registration is only possible when there are a set of annual accounts.

**b) Policies and Procedures**

Carmel is working on these based on the national policies.

ACTION: Carmel to circulate drafts to steering committee members

It was agreed that the finalised policies and procedures will be included on the website as part of the 'About Us' tab.