

MINUTES OF U3A COMMITTEE MEETING HELD ON MONDAY, 13TH SEPTEMBER, 2021 AT 2PM AT THE CONIFERS, LONG NEWNTON.

PRESENT: Carmel, Alan, Audrey, Bernadette, Gail, Lawrence, Anita.

1. APOLOGIES:

Apologies were received from Judith and Douglas.

2. MINUTES OF LAST MEETING:

The Minutes of the meeting held on Monday, 2nd August, 2021 were discussed.

The Web Site had been updated as discussed.

The Group Co-ordinator had been through a copy of the Group Leaders' handbook and this was being reviewed.

The Speaker Secretary was thanked for her efforts in making bookings for the whole of 2022 which had enabled details with photographs to be put on the web site.

The Wiltshire and Gloucestershire Standard had given a very good half-page spread with photographs on our Open Morning.

IT WAS PROPOSED BY LAWRENCE AND SECONDED BY AUDREY

THAT THE MINUTES OF THE MEETING HELD ON MONDAY, 2ND AUGUST 2021 BE PASSED AND APPROVED.

3. INTRODUCTION:

The Chair reported that there was nothing new to report as previous introductions had been concerned with Covid updates.

There had been a number of communications from the National Office covering a variety of subjects. These included anti-ageism, Cotswold Link, new National Officers, publicity by the National Office on facebook regarding research, Focus Group on aims of u3a and the August news letter.

A summary would be put on the web site.

#### 4. FINANCE:

A spreadsheet had been received from the Treasurer which was in order. An attempt had been made by the Treasurer to add the new Treasurer to the banking facility but further information had been required.

Alan formally accepted the offer of the post as Treasurer to take over from the present Treasurer as convenient.

IT WAS PROPOSED BY CARMEL AND SECONDED BY ANITA

THAT ALAN BE FORMALLY ACCEPTED AS TREASURER.

Lawrence and Gail had sourced further support for the Treasurer from the Treasurer of Cirencester and also a possible Auditor.

It was noted that the Finance Policy needed updating.

**ACTION:** Lawrence to check the dates on all Policies and update appropriately.

Some discussion followed on finance within groups. Costs should be shared fairly between all members and no group should hold any sums of money beyond small amounts for minor expenses up to a total of £50.

#### 5. GROUPS:

The Groups' Co-ordinator was producing a new copy of Group Leaders' Guide.

**ACTION:** A draft would be sent to Committee members for comment.

Following the Open Morning, there had been a number of new Groups for which the Co-ordinator was personally convening a first meeting. It was stressed that no group was intended to compete with existing local groups. New Groups must find a Leader within the Group if it was to continue.

The Web Master had incorporated into the web site a facility for Group Leaders to up-date their Group details. Group Leaders should be asked to

keep these up-to-date on a regular basis.

## 6. PUBLICITY:

The Publicity Secretary had met with the Leader of the Photographic Group who had proved immensely helpful in drafting a new leaflet, in advising about printing and in incorporating photographs in publicity material.

It was felt that permission must be obtained from any member for their photograph to be used in any way. It was decided that a note regarding this could be incorporated in the membership forms for future members.

There is currently no u3a in Nailsworth and apparently the one in Stroud is about to close. Once new brochures are produced, it would be worth distributing some of these in Nailsworth in order to extend our range.

It was considered that it would be helpful if a budget could be set for publicity. Once a draft brochure is to hand, a meeting of the sub-committee with the Leader of the Photographic Group would be helpful.

**ACTION:** The Treasurer to give consideration to a proposed budget.

## 7. MEMBERSHIP:

The Membership Secretary reported that 44 new Members had joined since the Open Morning, some of them being lapsed Members. 177 had renewed. Total membership 221.

The Manager at Steepleton Apartments had suggested that someone could go to one of their coffee mornings with details of membership for those residents who might be interested.

## 8. WEB SITE:

(A) The Web Master had drafted a proposed note to go on the web site asking for Members with good IT experience in order to help with maintenance of the web site and to expand our knowledge of IT possibilities.

(B) If permission could be obtained from Members, then over time it was considered that a front page of photographs of Groups on the web site would enhance the look and user experience of the site.

## 9. MONTHLY MEETINGS:

It was reported that all was in hand for the monthly meetings and that a Member had kindly offered to take over responsibility of dealing with teas and coffees. A list is being prepared of other Members and Committee Members who could help on a rota basis. A float will be provided for purchase of tea, coffee, biscuits, etc. and the Speaker Secretary undertook to purchase disposable cups as needed.

There were three Members who would undertake duties as far as operation of the Goods Shed was concerned and also technical aspects of the talks. There would be at least four First Aiders available.

Plans for the lunch in December were well advanced and it was proposed that invitations would go out at the beginning of October with a request for forms to be filled in and monies paid by 20th October in order to provide time to invite people from the waiting list if needed.

## 10. NEWS BULLETINS:

A Bulletin is due to go out at the end of the week and the Editor asked for any information for inclusion to be sent to her directly.

## 11. A.O.B.

Preparation is now due to hold our AGM. It was decided to hold the AGM after the monthly meeting and talk on Monday, 15th November.

**ACTION:** Speaker Secretary to check if the Goods Shed will be available for an extra forty-five minutes on that date.

It was decided that the next Committee Meeting be held on Monday, 11th October at 2pm at Hardie Close.

A further Committee Meeting to be held on Monday, 8th November.

Gail was thanked for hosting the Meeting and for the cakes.