

MINUTES OF U3A COMMITTEE MEETING MONDAY 11th OCTOBER
2021

AT 2pm AT THE HOME OF THE CHAIR.

PRESENT: CARMEL ALAN AUDREY BERNADETTE DOUGLAS
JUDITH LAWRENCE ANITA

1. APOLOGIES:

An apology for absence was received from Gail.

2. MINUTES OF LAST MEETING:

The Minutes of the last meeting held on Monday, 13th September were discussed. Action had been taken as proposed and the web site now had up-dated Policy documents with a new Finance Policy attached. A new Group Leader's Guide had been proposed and timing for the AGM in November had been confirmed with the Goods Shed.

It was decided that a budget of £300 would be appropriate for publicity, the year to run from the date of the AGM. Committee approval would still be needed for expenditure within that budget.

IT WAS PROPOSED BY LAWRENCE AND SECONDED BY JUDITH

THAT THE MINUTES OF THE MEETING HELD ON MONDAY, 13TH
SEPTEMBER, 2021 BE PASSED AND APPROVED.

3. INTRODUCTION:

The Chair reported that there had been less communications from the National Office than usual. In order to celebrate an anniversary, the National Office was asking branches to sponsor the planting of a tree at a cost of £7.50. The Committee agreed that this should go ahead and that also it should look into the possibility of sponsoring a tree under the auspices of 'Greening Tetbury'.

Cotswold Link had informed the Chair of a meeting in October should anyone wish to attend and also had asked for any suggestions as to topics for discussion at an Open Day to be held in July, 2022. It was agreed that

the invitation should be displayed upon the web site nearer the date.

ACTION: The invitation would be sent on to the Web Master.

4. FINANCE:

The monthly reconciliation statement showed nothing unexpected and there would be an acceptable surplus at the end of the year.

The current Treasurer had met with the future Treasurer and the Chair to discuss the hand-over of the accounts and all the necessary documents had been received from Lloyds Bank and the business address changed to that of the Chair. The use of the on-line banking facility needed to be confirmed.

ACTION: A test transaction would be run to ensure that the use of the on-line banking facility was available to the new Treasurer.

The question of cash holdings was raised. There had been approximately £30 raised in contributions and a member had kindly taken over the running of the tea/coffee making for the monthly meetings and she had confirmed that she would be keeping a cash book and receipts so that a proper account could be made of all cash received.

ACTION: The Treasurer would liaise on this subject after the next monthly meeting.

5. AGM:

The Business Secretary was thanked for the work involved in preparing the various documents required.

A preliminary notice had been put on the home page of the web site.

All members of the Committee could simply be proposed and seconded but those in the Offices - Chair, Vice Chair, Treasurer, Business Secretary - would need to be elected. To facilitate this, it was suggested that the role of the Officer should be inserted alongside the name on the proposal form.

Forms for nominations and questions would be put onto the web site with a cut-off date of 7th November.

A summary of Committee roles is on the web site.

Regarding the Agenda for the AGM:

(A) Treasurer's Report: This would run from 1st April 2020 to 31st March 2021.

An Auditor had been appointed, there being no necessity for an Auditor to be elected.

ACTION: Both the current and future Treasurers to meet with the Auditor and present Accounts to be signed off.

(B) Membership Report: There was discussion regarding future membership subscription with a reminder that a sum of £12 had been passed at the previous AGM so any sum up to that amount was permitted.

There was no necessity for this subject to be decided prior to the AGM.

There was further discussion as to the fairest way to charge new members who joined in the financial year. The Business Secretary explained that Beacon is set up so that members joining in June are shown as members up to the 31st July the following year. It was considered crucial that the payment due to National Office in its financial year which runs to 31st March should be held in mind.

The conclusion was that anyone joining during the year should pay the full amount but those joining in June or July should receive membership to the end of the following financial year.

ACTION: The Business Secretary to update the Finance Policy accordingly.

(C) Elections: If more than one person is proposed for a particular Committee post then an election would need to be held with the proposed person giving a short presentation explaining what they would bring to the position.

6. GROUPS:

It was reported that there are now ten new groups. The Group Co-ordinator had set up meetings with each proposed group, explaining how a group should work and finding a Group Leader.

The Group Co-ordinator was checking on the status of current venues and would then circulate this information and it would go on the web site.

It was suggested that at each monthly meeting two groups should have a table to assist in recruiting new members and up-dating current ones.

The photography group was taking photographs of the different groups which would be put onto the web site and could be used for future publicity (with appropriate permissions).

The Business Secretary proposed a vote of thanks to the Group Co-ordinator for the incredible amount of work she had done with the new groups.

Appreciation was expressed at the same time to the Group Co-ordinator and the Speaker Secretary for their work in organising the lunch in December.

7. PUBLICITY:

The Publicity Secretary had met with the Speaker Secretary and the Group Leader from the photographic group to discuss producing new leaflets. This had proved very productive and the photographic Leader had been particularly helpful.

It was proposed to produce a three-sided leaflet and also a smaller one with a list of groups on it. This would prove much cheaper than anything available via the National Office and distribution could be much wider.

The Publicity Secretary had also attended a 'Silver Saturday' at Dolphin Hall in order to publicise the u3a and the Bulletin Secretary had also attended, leaving some leaflets behind. The Chair had spoken to the organiser of this event in order to ensure that the u3a would be informed of it next year and included.

8. MEMBERSHIP:

Membership now stands at 233.

9. WEB SITE:

The Photo page is now on the web site. The Web Master would be

pleased to receive more photographs provided they were in high definition.

ACTION: The Bulletin Secretary to send copies of photographs taken for the Historic Houses group to the Web Master for inclusion on the web site.

The Web Master reported that he had received interest from a number of members regarding training to ensure succession on the IT side of the u3a and he had set up a web site training environment which can be downloaded to a member's own computer for training purposes and also videos. Training for Beacon is already set up and the Membership Secretary provides a back-up for Beacon.

10. SPEAKERS:

An email is due to go out (one week ahead) reminding members of the monthly talk. On this occasion, it will also include a note about tickets for the Play Reading group's performance of the "Black Pit" and a reminder of the date by which choices and payment have to be made for the lunch in December.

11. LUNCH:

Replies are coming in and it is hoped that there will be eighty members attending.

Nearer the date, a request may possibly be made to see if any member(s) would be prepared to make small table decorations.

12. NEW BULLETINS:

A new bulletin is due to go out shortly and will include information on the new groups, the AGM and the next Speaker.

It was suggested that the Web Master's request for members interested in learning about the web site and data base should be included in the next edition of the 'Tetbury Advertiser'.

13. A.O.B.

There was no further business.

The next Committee Meeting had already been set for Monday, 8th

November at 2pm at the home of the Group Co-ordinator.

The Chair was thanked for her hospitality.