

# MINUTES

## Exeter U3A

### Committee Meeting – Thursday 26 May 2022 at 12.15 Held in the Worship Area at the Mint

#### 1. Welcome

**Present:** Vivienne Watson (Chair), Frances Berry (Vice Chair), Steph Ward (Treasurer), Dave Parsons (Beacon Administrator), Bill Cross (Minutes Secretary), Liz Batten (Committee Member) & Ray Schaufeld (Committee Member)

Vivienne welcomed the newly elected committee, particularly the new members who were being appointed for the first time. Although Bill Cross has been elected as Minutes Secretary it was agreed that Steph would minute this meeting, which had been convened to deal with the administration required following changes in committee membership. Bill will take over at the first full committee meeting.

#### 2. Apologies

Minna Egan (Secretary) & Julie Crichton-Smith (Groups Coordinator) – both away on holiday.

#### 3. Approve changes to banking arrangements

Authorised signatories on all accounts up to the AGM were Vivienne, Minna, Steph and Anne Staley (Membership Secretary). Anne stood down at the AGM and needs to be removed as an authorised signatory. Normally her replacement as Membership Secretary would be made an authorised signatory in her place but no-one has come forward to take on that role on the committee so it was agreed to make Frances the fourth authorised signatory. Daphne Evans has offered to cover the Membership Secretary role on a caretaker basis (but not be a committee member) when she can have a proper handover from Anne following Anne's return from holiday in the middle of June. On that basis it was agreed that Anne and Daphne would be given view only access to the bank account so they can keep track of membership receipts.

Lloyds have already told us that no changes to signatories will be allowed on the two old bank accounts. It was agreed to close these accounts and just make the changes noted above on the new account.

**Action: Steph**

#### 4. Information to be supplied to the Charity Commission and Third Age Trust

Details of changes to committee members, who are also Trustees as Exeter U3A is a Registered Charity, need to be notified to the Charity Commission. Steph collected the relevant details from the new committee members and also asked them all to sign Disqualification Declarations to confirm they are not disqualified from acting as Trustees. The Charity Commission Annual Return needs to be completed and closure of the old bank current account notified to them.

**Action: Steph**

Currently the Third Age Trust have Anne's details for a number of contact reasons and

replacements need to be notified to them. Currently Minna is dealing with membership enquiries and Steph is processing new memberships and membership renewals until the handover between Anne and Daphne. It was agreed to give Vivienne's phone number for the publicly published phone number but to give Minna's details for membership enquiries from the Trust and Third Age Matters distribution.

**Action: Steph**

## **5. Updates required to website, newsletter contacts**

The Exeter U3A website and Newsletter List of Contacts need to be updated to show the changes in committee membership. Steph will contact Ivan Andrews (Website Administrator) and Trudi Learmouth (Newsletter Editor) to ask them to do this.

**Action: Steph**

Trudi will also need photographs of the new committee members to include in the Newsletter. New members are to send these direct to Trudi by the next newsletter deadline of 14 July at [learnmouthu3anews@gmail.com](mailto:learnmouthu3anews@gmail.com).

**Action: Frances, Bill, Liz and Ray**

## **6. Changes to Beacon permissions**

Dave explained that Beacon is the database system used by Exeter U3A to hold its membership and financial records. Individuals have different levels of access to various parts of the system depending on the needs of their role. It was agreed that no changes were needed as a result of committee changes at the AGM. Daphne has already been set up with Membership Secretary access ready to take over from Anne. Steph also currently has Membership Secretary access so she can process new memberships and membership renewals until Daphne takes over.

## **7. Committee timetable**

Vivienne had circulated a proposed schedule of committee meetings which are generally held bimonthly on the first Monday of the month to fit in with the Newsletter publication. An additional meeting had been planned for 6 June as an introduction for new committee members and planning for the coming year.

## **8. AOB**

Vivienne suggested and Frances agreed to run a short induction session for the new committee members. It was agreed to hold this after the next monthly meeting on Thursday 23 June. Frances will book an appropriate room at the Mint

**Action: Frances**

Dave suggested that new committee members may like to set up a separate personal e-mail address to use just for u3a business. Anyone doing this needs to notify the rest of the committee. All committee members present consented to sharing their e-mail addresses with the rest of the committee for the purpose of committee communication.

Steph will be working on the final numbers and votes from the AGM and the draft AGM Minutes in the next day or two.

**Action: Steph**

**Date of next meeting – 6 June 2022 at 2pm in the Epworth Room at the Mint**

The meeting closed at 12.55pm.