

EXETER U3A COMMITTEE

Minutes of the meeting of the 4th July 2022

2:00pm in the Epworth room at the Mint

Present: Frances Berry (Vice Chair, chairing the meeting), Steph Ward (Treasurer), Minna Egan (Secretary), Julie Crichton-Smith (Groups Coordinator), Dave Parsons (Beacon Administrator), Bill Cross (Minutes Secretary).

1. Welcome

Frances welcomed everyone.

2. Apologies

Apologies had been received from Vivienne Watson (Chair), Liz Batten (Committee member), Daphne Andrews (Acting Membership Secretary) and Rose Gander (Observing).

3. Approve Minutes of the meeting of the 6th June 2022

The minute relating to item 8, Future Planning, regarding Facebook was incorrect and should have referred to the internal Facebook group for members which is infrequently used. It was this that Steph had deleted.

With this correction, the minutes were approved.

4. Matters Arising

Recruitment event of 22nd September.

Vivienne had contacted the St Stephens church to make a booking for the recruitment day on the 22nd September and sought approval for expenditure of the booking fee of £120 which was approved.

This event needed planning and Julie agreed to undertake this having been involved at the last such event but with support. Bill and Frances volunteered to help. It was agreed that the event would be advertised as running from 10:00am until 3:00 with tea on offer. Group coordinators would be asked to attend in support with a rota for attendance.

Action: Julie to notify Trudi of the recruiting open day for the news letter.

The event should be provided with illustrative material for visitors. Steph would provide a copy of the leaflet used last time as a start for something similar. It was decided that the run of the newsletter should be increased to provide 20 additional colour copies but with contact details redacted.

Action: Julie, Frances and Bill would schedule a meeting between themselves to take this work forward. Steph would ask Trudi to arrange for the printing of the extra newsletters.

Newsletter draft.

Steph pointed out that the forthcoming newsletter needed contacts for queries from members interested in the membership secretary and speaker secretary roles. It was agreed that Anne Staley, currently supporting this function and having stated her willingness to support a new person, would be the contact for the new membership secretary. The contact for interest in the speaker secretary would be Jan Rolfe. The deadline for the next newsletter was July 14.

Action: Minna would notify Trudi of these contacts (after confirming with the relevant individuals).

Review of Exeter U3A website.

Liz is currently incapacitated following a back injury. In the interim Steph will update the Events page of the website to how upcoming Monthly Meetings.

Devon Link

Steph is still waiting for a volunteer to take over this role but in the meantime will attend the meeting on the 20th July.

5. Regular Reports

Finance

Steph introduced her report and explained that the £1200 TAM mailing invoice still had not been received and that the Quarter 1 PFV fees request would be for £650 and not £766 as indicated. The committee agreed that it was right to write off the remaining outstanding PFV fees from 2022/23 of up to £14 rather than waste further effort chasing that small amount. The committee agreed that the small numbers of non-renewed memberships was not a matter of concern and at a moderate level. Since writing the report a payment request of £60 to renew our annual CLA copyright license had been received. The committee approved this payment.

Action: Steph.

Speakers

The committee noted Vivienne's briefing paper setting out the role of the Speaker Secretary. The budget for fees and expenses for speakers is £900 for the 9 events in the year, which the committee agree was reasonable. The

committee agreed that the role should be described as a team function. Frances described the Devon Links speaker resource. This list of potential speakers comprised those who had been recommended by u3a groups around the South West Region and should be made available to the Speaker Secretary team.

Action: Minna to draft the newsletter item as a request for members to join the team, to refer to the extensive support available to assist in finding speakers and to note that one of the team members would be a committee member.

Age UK had offered to make a presentation to a monthly meeting about their activities and services. The committee agreed this could provide members with valuable information and should be included in the programme.

Action: Steph to contact Age UK

With some trepidation, Bill suggested that a presentation from either the County or City Council about how local government finance works and how this affects householders' council tax bills might be useful. Understanding of these matters is generally poor and leads to many misapprehensions amongst the public about why they are charged what they are and how the money is used. It was thought a useful suggestion.

Membership

The post of membership secretary remains vacant. Daphne Andrews is acting in a caretaker role. The committee noted Steph's report which showed a steady trickle of new members. Vivienne had asked Trudi to advertise the post in the newsletter.

Nationally, Minna is identified as our membership secretary. In view of the delay likely in any up-dating of their records and the lack of issues arising for her from that route, Minna suggested that their information be corrected once we have a permanent membership secretary in place. The committee agreed.

Groups

Julie reported that the travel group meets for the first time next week.

We need to promote groups with our newer members. Julie will provide Steph with text for distribution to new members.

The Geology Group will be closed for lack of activity.

The Ukulele Group 2 could not be considered as a u3a group as it included non-u3a members. Ukulele Group 1 should be asked to ensure that new starters were catered for.

The committee discussed the group information on the website. Steph had a list of out of date group information which Dave will add to. Julie will use this to prompt group coordinators to up-date their website entries (including an item for Philosophy 2)

Action: Julie, Steph and Dave

6. Third Age Trust recruitment kit.

The committee noted this and felt it provided a number of useful ideas to bear in mind. It was agreed that the newsletter should include a regular item – News From Your Committee – with the purpose of helping members to see how the organisation works and to raise the profile of the committee's role.

Action: Steph to draft a piece for the Newsletter about PVF fees.

7. Exeter School and u3a intergenerational learning.

The committee was concerned about how quickly the school hoped to establish this arrangement given the sketchy details available currently. But we wanted to respond positively, recognising its similarity to the Conversation Cafe operating with the University.

Julie would ask Trudi for an item in the next newsletter inviting interest and using the information we have currently and noting that more details would be available on the website. She would contact the school again for more explicit arrangements. The school would need to respond promptly if we are to be able to put anything in place for next term as requested. Minna and Julie would be the contacts for interested members.

Action: Julie

8. Age UK Exeter

It had already been agreed (see Speakers regular report) that Age UK be invited to speak to a monthly meeting. Julie will check whether the Choir would be interested in entertaining their groups or meetings and whether the Ukulele group would be similarly interested.

Action: Julie

9. Survey of New Members

The survey should go ahead. Frances would prepare a covering letter inviting new members to respond to the Survey Monkey survey and to herself for additional comments. Steph would distribute this to members new since 1st January 2020 and provide Frances with the list of those who had been sent the letter. Frances will receive Survey Monkey's report and share this and other responses with the committee.

Action: Frances and Steph.

10. Sitebuilder (Web site) replacement.

We will be going with the u3a Trust proposal to migrate our web site to WordPress by the end of the year. Dave will need support in preparing for this. He will ask for an item in the newsletter requesting help from members with WordPress expertise. He noted that we could do with IT expertise on the committee.

Action: Dave - Item for newsletter

11. Any other business

There being no other business Frances closed the meeting.

Date of next meeting: Monday 5th September 2022
2:00pm in the Epworth Room at the Mint