

MINUTES OF THE EXETER U3A COMMITTEE MEETING

2pm on the 4th January 2023

Held in the Wesley Room in the Mint

Present: committee members

Frances Berry (Vice Chair), Minna Egan (Secretary), Steph Ward (Treasurer), Julie Crichton-Smith (Groups Coordinator), Dave Parsons (Beacon Administrator), Bill Cross (Minutes Secretary), Terry Ancell (Membership Secretary))

1 Welcome.

In Vivienne's absence Frances welcomed everyone as chair for the meeting.

2 Apologies

Apologies received from Vivienne. The committee asked Julie to convey everyone's best wishes to Vivienne, wishing her a speedy recovery, assuring her that she would not be troubled about our activities and inviting her to take whatever time she needed before addressing u3a business. Julie agreed to deliver a card and flowers to Vivienne when she returned home and agreed this would be at u3a expense allowing up to £30. Julie would ask Vivienne what information concerning herself she would think appropriate for the u3a members.

3 Minutes of the Committee meeting of 7th November 2022

Approved subject to a correction. In item 4 the commitment required of participants would be once every two weeks, not each week as stated.

4 Co-opting Terry Ancell

Terry Ancell was welcomed and co-opted to the committee as our Membership Secretary. Frances will help Terry with induction as a trustee. Dave will ensure he has access to Beacon and Steph will arrange banking, inform the Charity Commission, provide specific training on membership secretary responsibilities and the use of Beacon, update the website and ask Trudi to update the Newsletter. Steph will provide the Third Age Trust with Terry's mobile phone number as our national contact (which experience shows gives rise to very few queries).

5 Matters Arising

Lesley Churchill-Birch has booked the next Convenors' Cafe meetings at the Cosy Club on 16th January and 20th March.

New members coffee morning will be scheduled for 1st or 8th February. Frances to arrange venue – Leonardo's may be a suitable venue.

Speakers – Professor Todd Gray has been booked for February to speak about the woollen industry. Steve Fabian has been working with Vivienne on organising speakers. Frances will cooperate with him in her place. We need to know what fee has been agreed with him. Frances will check with Steve and let Steph know.

Terry will join the working party on new members information pack in place of Minna.

Exeter School and u3a intergenerational learning – Julie has had some interest in relation to music and has passed the contact detail of the relevant member/s to Julia Daybell so that activity can start this term.

Convenors' lunch – Julie to forward booking details for the convenors lunch to Frances who will follow this up in Vivienne's absence and so that convenors can be given the details of date and menu as soon as possible. Suggested dates are 9th, 10th, 16th and 17th February.

6 Regular reports

Finance. Steph presented her status report and explained that she was able to monitor progress on expenditure and identified any issues needing explanation by her notes to the tabulation.

Speakers. The committee noted Vivienne's aspiration to improve attendance at monthly meetings and that this depended on the quality of speakers. She, Frances and Steve Fabian have begun to check through sources to establish a quality programme which will begin with Todd Gray's presentation in February. Frances will continue to work with Steve.

Membership. Steph's written report was noted. There have been 24 enquiries since our last meeting. Minna to provide Steph with list of enquiries. The committee identified no limit to membership in principle and noted various strategies have been adopted to cope with large numbers by other u3as including splitting and joint arrangements under an umbrella committee.

Membership application form. Steph's proposed form was adopted and its exhortation to contribute to as well as enjoy activities was noted. The option of asking for date of birth was discussed. Since this would only provide information for new members and since it was not clear how the information might be used it was decided that additional personal information to that recorded in the application form might be sought in

future when organisational planning threw up the need but otherwise not.

Groups. Julie's written report was noted. Contra dancing has disbanded, there is demand from those wanting less demanding walks for the Walkie-Talkie group to restart. Julie will encourage them to establish a convenor or to share the task. The Death and Dying group has disbanded having addressed the issues it had identified. It seemed necessary to identify groups as current, in abeyance or disbanded. Julie to raise at convenors cafe the need for notes or a check list for convenors on actions necessary when groups close – up-date Beacon, information in newsletter and website and cancel any rolling room bookings so unnecessary charges can be avoided. Disbanded groups would disappear from information sources but those in abeyance rather than disbanded should be noted as inactive but awaiting, for example, new members or new convenor.

7 AGM draft timetable. (25th May)

The committee noted Minna's planning timetable. Steph volunteered to take on Viv's responsibilities in relation to information for the newsletter for February/March and review of initial documentation.

8 Policies up-date

Steph had circulated the Members' Code of Conduct which was accepted with one change – that the requirement on members to reflect the current organisational policy of Exeter u3a, regardless of whether it conflicts with their personal view be removed. The tasks were allocated as follows:

Bill – Complaints and Disciplinary procedures.

Dave – Data Protection and Privacy.

Vivienne – Safeguarding. (Note - Viv was to contact Harry Ellis to confirm his willingness to continue as safeguarding officer and review the policy. There is no urgency to complete this.)

Equality, Diversity and Inclusion – Rose Gander was looking at this. Bill will seek an up-date from her.

Up-dates by mid February.

9 Equalities and Diversity

See item 8.

10 Budget 2023/24

Steph presented her alternative budget schedules and explained the various assumptions she had made in compiling them in relation to membership, fixed and variable costs and how these worked out in

reducing our reserves, providing members with economic services and retaining a financial margin against unforeseen eventualities. Discussion clarified the issues for committee members.

It was agreed without dissent that the new full year membership fee should be £20, that the renewing membership (without a break) fee should be £12 and that the new/renewing membership rate for the last half year should be £10.

It was agreed without dissent that the PFV fee should be uniform for all members.

It was further agreed that the PFV should be increased to £1.50 rather than remain at £1. The details of the consequences of these decisions were as set out in the final column of Steph's budget scenario schedule.

11 Contingency Planning

The committee agreed that planning against contingencies likely to cause the organisation difficulties – loss of data, loss of responsible officers, unanticipated costly liabilities, etc. - was needed. Steph shared TAT's guidance on the issue and Bill undertook to arrange for himself, Steph, Dave and Terry to meet to undertake this task.

12 Any Other Business

The committee approved Steph's proposed e-mail to members outlining events taking place in January.

There being no further business the chair closed the meeting.

Date of next meeting Wednesday 6th March 2023
2:00pm in the Martin Luther King Room at The Mint