

EXETER U3A

MINUTES OF THE COMMITTEE MEETING

2pm on the 6th March, 2023

Held in the Martin Luther King room in the Mint

Present: committee members

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

In attendance for item 3.

Rose Gander, Eileen Shelton

1. **Welcome**

The Chair welcomed all.

2. **Apologies**

There were no apologies

3. **Diversity** (Rose and Eileen)

Our welcome pack should include reference to our commitment to diversity and the importance of members being aware of the issue in relating to their colleagues. The need for monitoring was discussed and the fact that the lack of demographic information about Exeter's population or our membership would frustrate this was noted. The light touch rules applying to us under the GDPR seemed to prevent our collecting suitable data. Rose and Eileen would check these limitations with u3a nationally and report at next meeting on progress on monitoring. Also, noting lack of information in Central Library under Volunteering and Clubs and Societies, they will draft proposals for inclusion.

The committee discussed the practicalities of being represented at the Respect Festival (10 & 11 June < Belmont Park). Rose and Eileen felt it would not be difficult to have a presence, including volunteer members handing out information. The fee for presence was £100 but other costs included a gazebo and electricity if needed. The committee would discuss these issues and report back on their decision.

4. **Recording Vivienne's resignation and steps taken.**

Vivienne resigned from the committee on the 18th January. Steph, Terry, Julie and Bill met to address contingencies procedures and considered our response to this. The responses would stand as a model for addressing the loss of any member with responsibilities for u3a business – details addressed further under item 5.

Committee members were concerned about archival information, much of which was held personally as hard copy or on personal computers. It will be important to have access to this for the 30th anniversary. Dave would report at our next meeting on cloud storage options.

Members to be prompted to ensure that they had accessible information on their person concerning emergency contacts.

5. **Contingency planning.**

Steph explained that the above mentioned group had started with the template provided by u3a nationally and had populated it with our ideas. The proposals were welcomed, noting:-

that people with responsibilities need to be asked to identify risks affecting them and propose responses,

those with responsibilities for u3a activities should be asked to prepare descriptions of their responsibilities together with notes on the processes by which those responsibilities are discharged

committee members should endeavour to have someone shadowing their role

the need for training and mentoring for future committee members or shadows

the need for induction for new committee members.

Dave referred to the need for email addresses using an Exeter u3a domain. The discussion was deferred.

Steph to provide a summary of the detailed requirements and communicate these to the relevant individuals.

6. **Meeting with members re Exeter u3a, way forward etc.**

The meeting is scheduled for 29th March in the Rowe Hall at the Mint. The committee discussed the purpose and organisation of the event. Its purpose was to try to engage a wider proportion of our membership in the business of running the u3a with the hope that more would prove willing to accept responsibilities of various kinds including being committee members. It was decided that Bill and Frances would devise the programme and logistics for the meeting and arrange for a notice to members to appear in the next newsletter and to be emailed to all members (urgent). Broadly, the format would be for a presentation to the meeting on our u3a's status and working arrangements followed by small group discussions amongst members who would address the issues identified and suggest responses to them. These ideas would then be reported back to the meeting as a whole and provide material on which the committee could build. Members would be asked to consider what they could contribute, in preparation for the AGM when new committee members would be appointed.

7. **Agree information to go to group convenors.**

Need to ensure that membership details are recorded on Beacon, convenors consider contingency arrangements for their groups and emergency contact details for group members are available. Steph and Julie would decide on best arrangements.

8. **Approve the minutes of the meeting of the 4th January 2023**

The minutes were approved, noting that future meetings would be in the Martin Luther King room. Final approved copies of the minutes are currently not signed by the chair but are retained by Minna and forwarded to Ivan Andrews (Websire Administrator) to be posted on the Exeter u3a website. Minutes are retained for 2 years and must be retained indefinitely in paper or electronic form.

Terry queried the sequence of the item, noting that the standard procedure was to deal with this item and matters arising first or very early on the agenda. Frances explained that she had wanted to try this arrangement because often discussion of the matters arising pre-empted later items, which would not be a problem if it weren't that the issue arising tended to get discussed twice. There was no consensus on what approach we should adopt.

9. **Matters arising.**

The change in PFV fee will be announced in the newsletter and Steph will email convenors to ask them to notify their members.

Dave advised that the national group managing the change from Sitebuilder to Wordpress plan to have pioneer models prepared and had volunteered him to check the outcome before they went live for further development. He has been volunteered to be the team leader nationally. He hopes to show us the early version soon.

10. **Approve initial AGM notice and committee nomination form**

Frances had circulated had circulated a revised version of the AGM notice prior to the meeting. Her suggestions were approved and subject to a change of wording to note that the committee has the flexibility to adapt job descriptions to skills and interests of committee members.

The Committee Nomination Form was approved subject to inclusion of a note that nominations by email will be accepted, not requiring signature.

11. **Approve new members' pack**

The new Welcome Pack for new members was approved but will require some additional information to be inserted by Dave about diversity following Rose and Eileen's work mentioned in item 3 above.

12. **Approve committee input to the newsletter**

The information circulated in advance was approved. It was agreed that no mention of Viv stepping down needed to be included as had already been informed by email. Additional information would be provided by Frances and Bill about the members' meeting planned for 29 March as mentioned in item 6 above.

13. **Approve monthly meeting time of arrival**

The added cost (£9.75 per meeting) of the change from 1.75 to 2 hours, giving us time to set up, was approved. Members would be advised in Minna's notice of the meeting that the Mint does not open until 10:00am and that they should not arrive earlier.

14. **Exeter u3a 30th anniversary to approve sub-group**

Item deferred.

15. **Regular reports**

Regular reports on Finance, Speakers, Membership and Groups had been circulated in advance. Frances noted that this was very helpful as it limited the need for discussion in the meeting. No matters were raised in relation to any of the reports.

16. **Policy reviews approval**

Complaints and disciplinary – Bill had circulated a draft in advance based on the two models from the Third Age Trust. He proposed a few amendments which the committee agreed so he will produce the final agreed version for adoption and publication on the website.

Data Protection and Privacy – Dave had reviewed our existing policies and felt they did not need any amendments.

Safeguarding policy and procedure – changes were agreed to remove the minor typo and, under principles, to remove the second bullet as it duplicates the intention of the first. Steph will make the changes and produce the final version for adoption and publication on the website.

Diversity, Equality and Inclusion – Rose and Eileen had looked at our existing policy and compared it to the current Third Age Trust's model. Frances to confirm with them whether they thought any changes were required.

Chair's thanks to the report writers.

17. **Any Other Business**

Need to decide whether or not to go ahead with Exeter Respect Festival.