

Minutes of the Exeter U3A Committee Meeting

11.15am, 25th May 2023

Held in the Worship Area at The Mint

Present:

Committee members:

Nella Price (chair), Anna Warne (co vice chair), Bill Cross (secretary), Steph Ward (treasurer), Terry Ancell (membership secretary), Ann Harper (minutes secretary), Julie Crichton-Smith (co vice chair & groups coordinator), Dave Parsons (Beacon and website administrator), Anne Barwell, Steve Fabian (speakers secretary), Annabel Nater (co groups coordinator).

In attendance (pending co-option)

MJ Morgan

1 Welcome

All introduced themselves.

2. Apologies

Mike Arstall and Ian Murray

3. Approve changes to Banking Arrangements

4 people are needed to sign cheques, access banking. Nella and Bill proposed by Steph to be co-signatories to replace Frances Berry & Minna Egan, agreed by the committee. Form for the bank signed at the meeting. Frances & Minna to be removed once Nella and Bill have access.

Action:

Nella, Bill, Steph and Terry to discuss banking administration arrangements

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

Steph is the named individual link to contact the charity commission. Steph proposed that we stop using the enquiriesu3aexeter@gmail.com email address and replace it with enquiries@exeteru3a.org.uk. This was agreed by the committee.

Actions:

Steph will update the charity commission on new members to the U3A committee (the trustee declarations signed by new members will be held on file).

Bill will send details of the new chair, secretary to the Third Age Trust (TAT) via the secretary's 'portal'.

Nella's mobile will now be the TAT website general enquiries contact telephone number.

5. U3A Website & Newsletter

Actions:

Dave will update website with new committee members & contact details.
Dave will look at 'Rolling News' to ensure details up to date.
All new committee members to send head and shoulders photo to Trudi,
learnmouthu3anews@gmail.com.

Dave updated the committee on how the new website is developing and is hopeful that it will be up and running in a couple of months.

We have also set up our own domain name (exeteru3a.org.uk) with position (such as secretary or chair) preceding this, eg: chair@exeteru3a.org.uk. This address is then to be linked to whatever email address the individual in that position (eg: chair) wishes.

Actions

Dave will send out the new email addresses and passwords to committee members. He will also include information on how to set up the link to the personal email address. Dave has also said he will give one-to-one help to anyone who needs it. If general committee members would like an exeteru3a email address, Dave can set this up.

6. Changes to Beacon permissions

Dave also explained that as the 'data officer' for Exeter U3A, he is responsible for maintaining strict data protection rules. This means limited access for most committee members to Beacon (our membership and financial database system) – Dave gives the rights to access. For instance, Bill will now need access to membership lists.

Action

All members who are happy to do so, to email Dave to confirm that they consent to share their personal email address and phone number with other committee members via webadmin@exeteru3a.org.uk.

Dave confirmed that he will be leaving the committee next year and therefore would like to arrange for someone to take over his role as Beacon lead and website lead in the next few months. Julie suggested that there might be someone suitable in the IT group.

Dave confirmed that he is currently negotiating with Microsoft for the use of Office for free as we are a charity. This will include cloud storage space. In the meantime, Libreoffice can be downloaded for free from the internet (save documents as a word document).

7. Committee Meeting Timetable

The timetable was agreed by the committee. Steph is unable to attend the 5th June meeting

Action:

Bill to see if there is a room available that has better disability access than the Epworth Room.

8 Co-opt 2 members

Steph proposed and Julie seconded MJ Morgan as a co-opted member.
Dave proposed and Nella seconded Ian Murray as a co-opted member.
Agreed by the committee.

Action:

Steph will speak to a potential 'shadow' for her role.

9. Any Other Business

Steph confirmed with the committee members that information for the new committee members had been received. It had. Steph offered to help any new members in their role and proposed an informal social gathering at some point.

Action

Nella to ask Frances if there is a list of meeters and greeters given Marcia's resignation from this role and from manning the sign-in table. To be an agenda item for next meeting.
Nella/Bill - expenses to be an agenda item for next meeting.

Meeting closed at 12.45pm

Next meeting 5th June 2023, 2pm at The Mint