

Minutes of the Exeter U3A Committee Meeting

2pm, 5 June 2023

Held in Rowe Hall, at The Mint

Present:

Committee members:

Nella Price (chair), Anna Warne (co vice chair), Bill Cross (secretary), Terry Ancell (membership secretary), Ann Harper (minutes secretary), Dave Parsons (Beacon and website administrator), Anne Barwell, M J Morgan, Ian Murray, Annabel Nater, (co groups coordinator).

1 Welcome

Nella P welcomed all attendees.

2. Apologies

Julie Crichton-Smith, Steve Fabian, Steph Ward

3. Approve minutes of 25th May committee meeting

Re section 5: U3A website: Dave P amended the first action regarding 'new contact details' to 'new contact committee details'.

Re section 6: changes to Beacon permissions. Dave P confirmed that minutes secretary, convenor, treasurer, secretary and membership secretary positions do need access to Beacon, it is not necessary for other committee members. All members to note that the email sent from Dave P on 31st May includes the latest list of emails for us all to use.

Bill C proposed and Terry A seconded approval of minutes. Minutes approved given the above changes.

4. Matters arising

Item 3 - banking details: all actions completed

Item 5 - updates for charity commission: updates to the commission completed

Item 8 - potential new treasurer: meeting set up for potential new treasurer

5. Items from meeting of 20th April

Bill C covered following items in Steph W's absence:

Delay to Frances' thank you: Steph W did not receive a draft thank you for distribution as intended and, given the delay, it was suggested not to send one. The committee agreed.

Contingency planning: Steph W's briefing to new committee members has been received. The plan will be put forward for final agreement at July meeting.

Respect Festival: £154.35 has been spent on various items such as leaflets, posters, beer mats, business cards; there appears to be no risk of overspending. The organisation of the event has been well planned by Rose Gander with volunteers and arrangements in place for the weekend event.

Annual report to Charity Commission: the report will be sent by Steph W when the Charity Commission's on-line service is ready.

Policy review and Paid for Venue fees model: to be discussed at July meeting. Points to consider that: groups have very variable subsidies for room hire; consideration of how other U3A groups might manage their models. The policy review covers a wide range of issues such as: complaints, equality, members behaviour; these reviews are carried out on a rolling basis and work has already been done which is ready to be finalised.

Actions:

Nella P/Bill C: items to be included in July's agenda – contingency planning, policy review and Paid for Venue model

6. Regular Reports

Finance: Steph W had emailed her report to committee members. Dave P proposed and Anne B seconded that they should be approved. Approved.

Speakers: Steve F absent, no report received.

Membership: Terry A emailed report. Terry A asked for the committee's approval regarding the 4th paragraph of his report and his suggestion that cheques made out to an individual committee member cannot be accepted by the U3A. Any such cheques would need to be returned to sender and a request made for cheques to be made out to the U3A before that individual can join the U3A. This was unanimously agreed by the committee. Terry A also reported that membership was progressing well with a good number of enquiries; currently about 50% of enquiries are going on to full membership. Membership is near to the pre-covid levels.

Terry A will discuss with Julie C-S who is responsible for monitoring/arranging taster sessions and how this is managed.

Actions

Nella P/Bill C: taster session organisation on July agenda

Terry A: to contact Julie C-S regarding monitoring/organising of taster sessions.

Groups: Julie C-S sent email stating little more to report since her report to the AGM in May. Discussion group 2 coming together; philosophy 3 up and running, Julie will be meeting with John Zeally to hopefully arrange start up of Pickleball group. Arrangements are in place for a convenors workshop in autumn.

Bill C reported that the economics group was on a sound basis with 11 enthusiastic members.

7. Exeter U3A anniversary

The anniversary is in 2024.

Action

Nella P/Bill C: anniversary celebration to be included on July agenda.

8. No item 8 - mis-numbering

9. Workshop for group convenors

Action

Nella P/Bill Cross: group convenors workshop to be included on July agenda

10. Respect Festival

Bill C updated the committee. The event is at Belmont Park on 10/11 June 2023. Rose Gander has organised it thoroughly with volunteers on duty throughout both days. She has managed to get their spot as far away from the music stage as possible! Two ipads have been rigged up by Mike A to provide a continuous rolling display of U3A activities.

The committee expressed an interest in having an analysis of outcomes from this festival.

Action

Terry A will put an additional column to record how members became aware of the U3A in his new members spreadsheet.

11. Committee input to newsletter

To date, the Chair has been responsible for writing the newsletter item; the next deadline is 13th August. Suggestions for the newsletter were to include a report on Belmont festival, to include completed actions arising from the AGM; a few words about each member of the committee.

Actions

All: to prepare two line bio about oneself for next meeting and the newsletter

Nella P/Bill C: newsletter to be included on next month's agenda

12. Sound system at the Mint

Bill C has spoken to Leslie at the Mint and Terry A to the sound engineer and they have both confirmed that the loop system is up and running correctly. The Mint suggested that a possible solution was to sit outside the room in the corridor with the doors open where sound quality might be better; the committee did not think this was an appropriate solution. It was suggested that people using the microphone should be shown how to use it properly, ie: talk across the top of the microphone rather than into it. It was suggested that DS (who raised the issue of poor sound quality at the AGM) should be asked to come in and try different places in the room to see whether there was a position in which he could hear more clearly.

Actions

Nella P: to speak to DS to ensure that he knows we are taking his request seriously and to ask him if he would be prepared to come to the Mint to explore seating arrangements.

Nella P/Bill C: alternative venues to be considered on July Agenda

13. Prescribed routes for certain enquiries

There has been a request from Maisie at Exeter University for participation in a study which she is conducting. This request came through to Terry A as membership secretary and not through the formal agreement procedure we have in place with Exeter university (through Bertram in the liaison team). Trudi Learmouth is the U3A link.

Action

Bill C: to check the formal agreement with the university and liaise with Trudi L if necessary; also to inform Trudi L regarding Maisie's application

14. Approve the minutes of 25 May 2023 AGM

DS's name amended to correct spelling.

Anna W proposed and Annabel N seconded approval of the minutes of 25th May. Minutes approved.

15. Any other business

Dave P confirmed that he was not getting anywhere with Microsoft regarding free use of Word.

There was discussion regarding the request from Suzy, 'Cultural Connecting' on how the U3A might be able to facilitate older people to engage in social activities. Nella P has had some contact with Suzy and is expecting them to get back to her soon. The committee unanimously agreed that we should explain what we do and how we organise those activities but that we weren't able to provide 'social care'.

Action

Bill C: to draft a letter to Suzy to explain the U3A's position.

Anne B has volunteered to assist in the organising of meeters and greeters and will speak to Viv Watson.

Terry A explained that the new members handbook, last paragraph has now been amended to reflect DEI. The changes were agreed unanimously acceptable by the committee.

15.33 meeting ended.

Next meeting at 2pm, 3rd July 2023, at The Mint