

Approved Minutes of the Exeter U3A Committee Meeting

2pm, 3 July 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), Steph Ward (treasurer), Julie Crichton-Smith (groups coordinator), Mike Arstall, Anne Barwell, Steve Fabian (speakers secretary), M J Morgan, Ian Murray, Annabel Nater, (co groups coordinator)

1 Welcome

Nella P welcomed all attendees.

2. Apologies

No apologies

3. Minutes of 5 June committee meeting

Matters arising: none

Minutes proposed by Bill and seconded by Anne B. Minutes approved by committee.

4. Minutes of 25th May committee meeting

Minutes proposed by Steph and seconded by Annabel. Minutes approved by committee.

5. Minutes of AGM 25th May meeting

Minutes proposed by Anna and seconded by Annabel. Minutes approved by committee

6. Regular reports

Finance (Steph): Steph's report had been sent to all committee members prior to this meeting. A couple of points added at the meeting – she had received no bill for the last speaker (RSPB).

The Respect festival group had gone over the £200.00 allocated to them for expenditure. They had in total spent just over £382.00. It was explained that some of this cost was on items, such as an easel, painting and frame, which could be used at future events. It was agreed by the committee that, on this occasion, we would reimburse the overspend as this was largely covered by the grant received of £150 but, in future, no expenditure in excess of agreed budgets would be made without prior approval of the committee.

Speakers (Steve): Terry covered this subject in Steve's absence. On Steve's late arrival, it was agreed that Steve would ensure that Steph was kept informed on who the speaker would be in advance and fees for that speaker.

Francis had sent report on upcoming speakers to Bill and Steve confirmed that speakers have been arranged for the rest of 2023.

Membership (Terry): Terry had sent report to all on the committee before the meeting. The committee agreed that all were happy with the information that Terry collected about how people find out about the u3a. It was probable that there would be more people joining after the Respect Festival than the two listed on Terry's chart.

Groups (Julie): Julie had sent out a report on groups before the meeting. She added that the date for the second discussion group is on the 13th not the 6th July; she is speaking to the organiser of the ukulele group on Wednesday 5th July; the science group were changing their convenor – David Northrop was taking over from Leigh Edwards.

Steph suggested that potential groups were put on the website to encourage people to join up.

Action

Annabel and Julie: to discuss management of groups coordinator's role.

7. Contingencies planning

Steph suggested that committee members look at her contingency planning report, especially new members, to see if there was anything that could be added that would be useful regarding their roles.

Dave confirmed that generic emails for all completed.

Actions

Terry, Steph, Bill and Dave: to arrange a working party meeting.

All: to check Steph's contingency planning report particularly in reference to their own role (see Bill's email of 29th June for report)

8. Policy Review progress

Complaints and disciplinary (Bill): Bill raised a relatively small point in para 3 re identifying an individual to look into complaints/disciplinary matters. It was agreed by the committee that as and when a complaint or disciplinary matter comes up, a suitable person would then be chosen by the committee.

Data protection and Privacy (Dave): No issues

Safeguarding (Steph): No issues

Diversity, Equality and Inclusion (Bill): Bill had received Rose Gander's commentary which he found helpful and proposed that it would be used to update the policy. Agreed by all.

Action

Bill: to add the Diversity, Equality and Inclusion policy to September agenda.

9. PFV Fees (Steph)

Steph's schedule on PFV provision had been sent to the committee last year. The PFV is a complicated situation as costs vary from group to group. The decision by last year's committee was that there would be standardised fees across all groups, each member would pay £1.50 irrespective of the actual cost of running that group. The annual u3a subscription would cover any shortfall. Steph asked the committee if they would like to continue the status quo for the moment. After discussion, it was agreed that this would continue but the issue would be raised again at the next budget meeting in January 2024.

Action

Bill: to add PFV fees to January agenda.

10. Managing Taster Sessions (Julie, Terry)

Julie and Terry have discussed the management of taster sessions and feel that it is not necessary for any changes. They agreed that a tightening up of explanation to potential new members regarding accessing taster sessions would be useful. Julie will send an email to all convenors to remind them to keep an eye on the situation although neither felt that this was a particular problem.

Action

Julie: email to convenors to remind them to check attendance re taster sessions.

11. Anniversary celebrations (Nella)

Nella had been unable to find a definitive first day of the Exeter u3a. It was agreed by the committee that it would be September 1994. A brief discussion was had on whether to have a social event and to ask members how they would like to celebrate it.

Action

Bill: Anniversary celebrations to be added to September agenda.

The annual u3a September open week was also raised. Last year this was held at St Stephen's church and was felt to be successful. Given the late date, discussion was had about whether to hold this in October instead.

The monthly Heavitree park event was also raised as a possible opportunity to publicise the u3a.

Actions

All: to inform Annabel or Bill whether they are able to help at the Heavitree event/u3a annual open event.

Annabel and Bill: to liaise with Rose Gander and her team about attending the Heavitree event.

12. Group Convenor's Workshop (Julie)

Jonathan Peat and Shivaun Gammie are working on the planning of the workshop which they are hoping will occur in autumn. Convenors will be asked what they want from the workshop and what their members would like from their convenors.

Action

Bill: Add to September agenda (what do the committee want from the convenors?)

13. Respect Festival (Bill)

Bill informed the committee that all who had been involved in the festival were pleased with how it went. They had treated the event as an opportunity to access a wide range of people from the community. Bill had productive conversations with the police and fire brigade and there is a possibility they would be interested in the u3a attending their retirement programmes and with several other groups representing minority communities, many of which were interested in our list of groups as an indication of our activities.

Rose was approached by the festival organisers after the event was over who (politely) informed her that the u3a team should not have been approaching people directly, they should wait for people to come to them.

A discussion was had on whether our banners/advertising could be improved by, perhaps, bringing in more colour.

Action

Bill: to add to September agenda – how to improve banners/messaging

14. Committee Members 'two lines' of CV (All)

Action

All: to send two line bio to Trudi at learmouthu3anews@gmail.com by 13 July.

15. Newsletter committee Report (Nella)

Discussion was had on what to include in the newsletter and whether the use of bold or italics was appropriate. Julie confirmed that she reminded convenors to send information

for the newsletter. The need to find someone for the treasurer's position should be included.

Nella will provide Trudi with a paragraph on 'news from your committee', to mention the new committee, strong team and on going work on policies, contingencies and inclusion.

Actions

Annabel: to approach possible candidate re the treasurer's position

Steph: to include search for replacement treasurer in newsletter

Nella: a paragraph to Trudi about 'news from your committee'.

16. Sound system and alternative venues (Nella)

Actions

Steve: to speak to Jonathon Cordery, the Mint's technician, re sound system in the hall

All: to consider alternative venues bearing in mind parking, accessibility, public transport, costs

Bill: to include alternative venues on September agenda

17. Monthly meeting process (Bill)

The monthly meeting process is on the website on the committee page as a link. Bill felt this was useful as part of the contingency planning. Dave raised two issues: Keith Shaw not Ward and a reminder that committee members should attend as often as possible and wear lanyards/badges.

An issue regarding the whereabouts and contents of back pack was raised by Anne B – Terry currently has them.

It was confirmed that committee members could enter the room at 9.45 to set up for the monthly meeting whilst attending members could only go in from 10am.

Steph commented that Exeter U3A (note the capitals) is our legal name otherwise u3a (lower case) is used.

Actions

Bill: to order lanyards from u3a. (Steph has the template for printing names)

All: to email Bill if need a lanyard

18. Monies retained in account no 2 for the garden group (Steph)

Steph explained that the garden group already has permission from March 2022, to ring fence monies made by selling plants – this money to be used by the gardening group only. There had been over £200 raised historically that had not been ring fenced.. The committee agreed that this money could also be ring fenced for the gardening group.

Action

Steph: to contact Ruth re the £200.

19. Management and storage of u3a equipment (Terry)

There are various items that need to be stored, more now since the Respect Festival. Terry asked if there should be a list of such items and who was responsible for it.

Action

Julie: to keep pink back pack for now (currently with Terry).

20. AOB – LGBTQ members groups (Annabel)

Due to lack of time this item will be moved to September agenda

Action

Bill: to be added to September agenda

16.15 meeting ended.

Next meeting at 2pm, 4th September 2023, in Rowe Hall, The Mint