

## **Minutes of the Exeter U3A Committee Meeting**

**2pm, 6 November 2023**

**Held at the Mint, Rowe Hall**

***Present for the meeting:***

**Committee members:**

Bill Cross (secretary), Ann Harper (minutes secretary), Steph Ward (treasurer), Julie Crichton-Smith (co-groups coordinator, vice chair), Anne Barwell, M J Morgan, Annabel Nater, (co-groups coordinator), Ian Murray, Dave Parsons, Terry Ancell (membership)

Rosie Hydar

### **1 Welcome**

Steph acted as Chair for the meeting and introduced Rosie to the committee.

### **2. Apologies**

Steve Fabian

### **3. Minutes of 4 October**

The draft minutes had been circulated prior to the 6 November meeting. They were agreed unanimously subject to two typo error corrections.

*Action*

*Ann H:* to correct and sent to Dave for publication on website

### **4. Matters arising from 4 October minutes:**

All actions had been completed or included elsewhere on the agenda other than: point 4, Julie now set up as a bank signatory; point 5 the final version of the terms and conditions for new website have not yet been sent to Dave (see point 8)

### **5. Regular Reports**

*Finance (Steph):* Steph's report had been sent out to all committee members in advance of this meeting. Steph noted that room charges in October were relatively high because table tennis paid 6 months in advance.

*Speakers (Steve):* Steve's report had not been received but his earlier report laid out the monthly speakers until next March. On 21 December there will be a choir performance, readings and choice of carols for all to sing. In January the Groups Fair will be held (see point 6). The February and March monthly meetings have putative names put forward.

*Membership (Terry):* Terry's report had been sent out to all committee members in advance of this meeting. Terry asked for feedback on his graph breakdowns; all agreed that they were suitable. Dave suggested that the 'did not advise' be included in both the graph and table.

*Action*

*Terry:* to amend table as suggested above

*Groups (Julie):* Julie's report had been sent out to all committee members in advance of this meeting. Julie pointed out that her report was based on information known at the time of writing. Julie informed the committee that the questionnaire was ready to be sent out to the membership.

*Actions:*

*Steph:* to write article for newsletter asking if anyone interested in joining a mah jong beginners group.

*Steph, Bill and Julie:* to meet to discuss how to manage the sending out of the questionnaire.

## **6. Working Groups for Groups Fair and 30<sup>th</sup> Anniversary Celebrations**

*Groups Fair*

To be held on 25<sup>th</sup> January at the Mint. Julie and Annabel will work on organising this event, MJ and Anne B offered to help if needed. Julie suggested that non members could also be invited to this Fair. Agreed that an article in the newsletter would invite members to ask friends/family to also attend the Fair.

*Actions:*

*Julie and Annabel:* to organise the Groups Fair

*Julie:* to write newsletter article

*30<sup>th</sup> Anniversary Celebrations*

To be held in September. The possibility of an open social event was briefly discussed; the need for asking members for ideas or views on what sort of event they would like; the Groups Fair would be a good opportunity for starting to promote the Anniversary Celebrations. Julie would be the central coordinator, MJ, Anne B and Steph volunteered to assist.

*Actions*

*Steph:* to write article for newsletter telling members about this event and asking for members' input.

## **7. Third Age Trust (TAT) AGM resolutions**

Bill sent a report to committee members on the TAT AGM resolutions detailing our voting choices and what was eventually voted for and against at the AGM. Discussion was had on TAT's proposal to increase national membership to 500,000 and how we could increase our membership. Given that the majority of new members hear about Exeter u3a from

'friends and family', it was decided that we needed to improve our visibility on social media and also that it would be useful to have someone with social media marketing experience.

*Action:*

*Steph:* to write article for newsletter asking for members with experience in social media to assist us.

*Julie:* to mention that the committee is looking for members with social media experience at the monthly meetings.

## **8. Progress on the new website (Dave)**

Dave informed the committee that he had been promised that the new website would be up and running in the immediate future but that he still hadn't received the final version of the terms and conditions. He had been informed that the draft terms and conditions (which he has received) were very close to the final version, therefore, he will distribute to the committee for their consideration.

Once the terms and conditions are approved by us, the existing website will be transferred to the new one. Dave will check the new website for potential problems before opening to the public (possibly one week's work). Once the migration to the new website is complete, the old one will not be available.

Steph proposed and it was agreed that agreement (or not) to the new terms and conditions would be done by email, not to wait until the next meeting.

*Actions*

*Dave:* to distribute draft terms and conditions

*Dave:* to analyse the new website (once running) for issues

*Dave:* to write article for the newsletter to inform members re the new website

*Dave:* once the terms and conditions have been agreed, to contact convenors on how to use the new website.

*Beacon*

Dave informed the committee that the potential person he was hoping would consider taking over managing Beacon has declined to do so.

*Action:*

*Dave:* to write article for the newsletter requesting help in managing Beacon

## **9. Speaker Policy Review (Bill)**

Bill had sent his report on the policy to the committee (with attached relevant papers from TAT) before the meeting. Bill confirmed that he had sent his report to all in the working party – none of whom asked for any changes to the policy.

Bill proposed and it was agreed that in the guidance for appointing speakers under Planning Ahead, para 2 to add, "the speaker team will provide prospective speakers with a copy of this document".

It was also proposed and agreed that the date of the policy would be included with the date for its review.

Steph proposed and it was agreed unanimously that this policy should be accepted (with the changes above)

#### *Actions*

*Bill:* to amend the policy as above

*Steph:* to write article for the newsletter the policy

*Julie:* to write thank you to the working party for their work

### **10. Access Policy (Bill)**

Bill sent a copy of the reviewed policy with a couple of amendments to committee members before the meeting. It was approved unanimously by the committee. Annabel offered to be the accessibility officer, this was agreed by the committee. The policy will be reviewed in 2025.

#### *Actions:*

*Bill:* to inform TAT of the name of the accessibility officer

*Steph:* to write article for the newsletter re accessibility officer and updated policy

### **11. Future of the u3a committee (all)**

Julie is currently acting Chair with support from committee members. The committee is hopeful that Rosie Hydar will agree to be co-opted on the committee and work alongside Steph with the intention of becoming Treasurer next year. Julie, Annabel and Anne B will discuss the future management of the group coordinator's role.

#### *Action*

*Julie, Annabel and Anne B:* to discuss future management of the group coordinator's role.

### **12. Devon Link Zoom meeting (MJ)**

MJ sent a report of the above meeting to committee members. She found the meeting interesting and noted that all u3as had an issue with recruiting volunteers to committee roles. She also observed that social media played a significant role for some u3as in recruiting new members (see point 7).

### **13. Committee input to newsletter**

See actions for newsletter articles in various points above.

### **14. Any other business**

None

End of meeting 4pm

**Date of next meeting Monday, 8<sup>th</sup> January at 2pm, Rowe Hall at the Mint**