

Minutes of the Exeter U3A Committee Meeting

Held at 2pm, 1 July 2024

Held in the Wesley room at the Mint

Present for the meeting:

Committee members:

Terry Ancell (chair), Bill Cross (secretary), Ann Harper (minutes secretary), Rosie Hydar (treasurer), Ian Murray, Annabel Nater, Anne Barwell

Also attending: Mark Hall

1. Welcome

Terry welcomed the committee members and noted that the meeting was quorate.

2. Apologies

M J Morgan, Virginia Rosenfeld, Rita Watson

3. Co-option of Mark Hall

Terry welcomed Mark Hall as a new potential member; Ian proposed and Bill seconded Mark to join the committee and he was then unanimously voted on to the committee.

4. Declaration of Interest (Terry)

Terry reminded members that it was good practice to inform the committee if they felt that there was a potential conflict of interest. Bill, Anne B, Ann H, Annabel, Ian and Rosie verbally confirmed that currently there were no conflicts of interest. Terry declared that he was a member of the Royal Air Force Cadets and the Exeter Civic Society.

Action

Bill: to include 'declaration of interest' on the agenda for every meeting

Bill: to check the u3a constitution regarding this issue.

5A To resolve the minutes of 22nd April 2023

Bill had sent all committee members prior to this meeting a change of wording to Section 1 of the 22nd April minutes which had referenced that the meeting was quorate. The change of wording is as follows: 'The committee has 12 members and for its meetings to be quorate requires that at least 2/3, ie 8, of those members are present. Steph noted therefore that the meeting was not quorate.' The committee unanimously agreed to the proposed change.

Action

Ann: to send the corrected version to Bob for placing on the website

5B Approve the minutes of 3rd June 2024

The draft minutes had been circulated to all members of the committee before this meeting.

They were agreed unanimously to be accurate.

Action:

Ann H: to send finalised minutes of 3rd June to Bill and Bob

Matters arising from actions in the 3rd June minutes

Bill had reviewed the constitution and sent out information to the committee regarding whether meetings were quorate or not. Two thirds of committee members have to attend the committee meeting to make it quorate.

Annabel had had no response from convenors regarding whether any members attending their groups hadn't paid their fees. She also had had no response from convenors to whether they would like training on how to update the information on their groups on the website. Bob is currently doing the updates and is happy to continue to do this.

Rosie is in the process of ascertaining feasibility of using a card reader for payments taken at the monthly meeting

Ann informed the committee that she had no response from Steve regarding a speaker for the 30th Celebrations.

Regarding rolling news, Annabel reminds convenors to send Keith their news for the Rolling News about 6 days before it is due. (Keith likes to have this information 2 days before the monthly meeting at the end of every month.) Anne B informs Keith of any changes that the committee requires.

Actions

Annabel: to remind Shivaun to inform convenors that they can send updates directly to Bob

Ann: to send finalised 23rd May AGM minutes to Bob

Bill: to put on next meeting's agenda status of updating of Charities Commission and status of signatories for the bank, use of card reader, registered address for the Charity Commission

Bill: to update TAT with new committee once Charities Commission updated

Terry: to inform Bob of new committee member for the website

Anne B: to update the rolling news with regard to the new committee members

Bill: to include 'Conversation Cafe' on next agenda

Anne B: to check that lines of communication are working between the committee and Keith.

6. Regular Reports

Finance (Rosie): Rosie distributed her report at the meeting and explained that she would be meeting with Steph soon to discuss how to reconcile membership numbers with the amount of money taken by the u3a. Beacon numbers do not equate to the income received. There were no issues arising from Rosie's report.

Membership (Ian): Ian had sent out the membership report before the meeting and had nothing further to add to the report

Groups (Annabel): Annabel confirmed that a new poetry group had been started and put onto Beacon. Bill reported that he had met with a member interested in running the afternoon team social event at Poltimore House. He would send full details to Annabel.

Speaker team (Bill): As there has been no communication with the speaker team, there was no report to be made.

Action

Terry: to contact the speaker team in order to try to establish a regular up-date from them.

Bill: to send Annabel details of social event at Poltimore House.

7. Group Convenors' Workshop (Annabel)

Annabel reported that the most important action that came out of the workshop was succession planning for the groups – how to ensure a group continues if a convenor stops running it and how to expand groups where there is a waiting list. Shivaun is leading a discussion on Succession at the Convenors' Cafe on 8th July. Anne B will report to the Committee if there are any issues from the Cafe that need follow-up.

Action

Bill: to include on September's Agenda

Annabel: to speak to Lesley Moss re bluetooth head set for the hard of hearing

8. 30th Anniversary celebrations (Ann H, Anne B)

Ann H informed the committee that the Mayor had accepted the invitation to the cream tea. She also said that it was apparent that there were significant difficulties in finding out the information needed to be able to present awards at the cream tea as the sort of information needed was not held by the u3a. It was agreed by the committee that no awards would be given out at the cream tea.

Ann H confirmed that, to date, no celebrity speaker had been found. It was suggested that Gavin Plumley (Exeter university) or Grahame Forshaw, the harbour master, could be potential speakers.

Anne B has set up a committee to manage the Open Day at St Stephen's and is focussed on organising a timetable of events and planning the arrangements inside the church. Terry suggested that he might be able to arrange for the deputy lord lieutenant to come to

St Stephen's. It was agreed by the committee that tea/coffee/cakes could be offered to the public at St Stephen's at a price covering the costs.

There had been a request from one of the group's running an event during the celebrations on whether there could be some financial assistance. It was agreed in principle by the committee that reasonable requests for funding would be considered.

Discussion was had on how to manage ticket sales for the cream tea and evening do. It was agreed that Google Forms would be used and that it would be first-come, first-served and for members only. Members would be sent an email beginning of August with a link to a google form that would register their interest in attending either or both events. Members with no access to computers would be sent a letter to their home address. Roughly two weeks after this email has gone out, a request for payment would be made and on receipt of money, their ticket would be confirmed.

Actions

Ann H: to inform Mike re awards and the possible speakers for the Open Day/St Stephens

Terry: to contact Steve/speakers group re Gavin Plumley or the harbour master as potential speakers

Ann H/Bill/Rosie: to organise the sending out of emails/letters regarding sale of tickets beginning of August

9 Updates for Charity Commission

This is in-hand by Bill

10. Meeting Schedule Timetable

This was completed and distributed to committee members before the meeting

11. Possible coffee morning

Action

Bill: to put on September agenda

12. Committee Input to newsletter

Terry asked everyone to contact him if they wanted something in the newsletter by Thursday 11th July

13 Any other business

None

Date of next meeting 2pm, 2nd September in the Wesley Room