

Minutes of the Exeter U3A Committee Meeting

Held at 2pm, 2 June 2025

Held in the Priory room at the Mint

Present for the meeting:

Committee members:

Terry Ancell (chair), Rosie Hydar (treasurer), Ann Harper (secretary), Ian Murray (membership secretary), Annabel Nater (groups coordinator), Anne Barwell (co-groups coordinator), Mark Hall, Virginia Rosenfeld (Vice Chair), Elaine Thornton, Sue Spence

1. Welcome

Terry welcomed the committee members and Sue Spence who was co-opted onto the committee by unanimous agreement.

2. Apologies

MJ, Harriet Smith

3. Declarations of Interest

None

5. Approve the Minutes of committee meeting of 14th April 2025

The minutes were approved.

Action

Ann H: to send to Bob for putting on website

6. Matters arising from 14 April minutes

Actions

Anne B: will store the advertising leaflets and posters and amend the out of date emails and website details with printed stickers as and when needed.

Terry: waiting for a response from the science group re their use of zoom

7. Approve the minutes of committee meeting of 22 May 2025

The minutes were unanimously approved with no changes.

Action

MJ: to forward to Bob for inclusion on the website

8. Matters arising from the committee meeting of 22 May 2025

Actions:

Rosie/Ann H: to add Ann H as signatory to bank account

Ann H: to update TAT on new committee members

Sue/Elaine: to send photo and brief outline for inclusion in newsletter

Sue: to give Ann H a new email address to use for committee business

Ann H: to contact Dave re generic email addresses for Ann H, MJ and Virginia (as vice-chair)

Ann H: to contact Dave re advising committee on use of Sharepoint

9. Matters arising from 22 May AGM

All members had received a draft copy of the minutes. These will be agreed at next May's AGM

Action

All: to advise Ann H of any changes to be made before the next AGM

10. Regular Reports

Finance (Rosie): Rosie addressed the issue of the amount of work involved in balancing the accounts in time for the AGM. The significant number of transactions generated and the need to cross reference with attendance records with regard to members paying their PFV fees creates a high work load. Rosie asked the committee to consider the pros and cons of using a tap device for instant payment of PFV fees.

Action

All: to consider the use of a contactless payment device.

Ann: put on next meeting's Agenda

Membership (Ian): Ian had distributed his report before the meeting and commented that there appeared to be a trend of slightly falling membership. The committee discussed the possible reasons for this; perhaps the rise in pension age and that there are waiting lists for some groups.

Groups (Annabel): Annabel's report was distributed before the meeting. The problem of waiting lists is an on-going issue for Annabel, Anne B and Shivaun. Annabel also commented that there was a low turn out for the convenors' cafe and therefore, the suggestion that the days of the cafe should be rotated in the hope that this would encourage convenors to attend was agreed. Shivaun has also offered to focus her help on the new convenors with the aim of encouraging them to use Beacon. Annabel commented that she would be leaving this role after another year and that appointing a co-group coordinator would be a good idea.

Action

Annabel/Anne B: to rotate days for the convenors cafe.

Speaker team (Terry): Terry confirmed that he had spoken to the team regarding their timetable and currently there was no definite confirmation for a speaker for the Thursday meeting.

11. St Stephen's Open Day

Anne B confirmed that the church had been booked for the 25 September. Terry commented that the speaker team informed him that they usually booked a speaker for September although last year this didn't happen because of the 30th Year celebrations. Rosie pointed out that if we had a speaker on the 25th it could provide something to offer members of the public at the Open Day.

It was agreed that if the church could be booked in the week ahead of the 25th and a speaker could be found on the 25th, that we would do both events. It was agreed that there should be someone from the committee who would manage the overall planning of the Open Day.

Actions

Anne B: to check with the church for a date from 16th to 18th inclusive.

Terry: once Anne B has confirmed that the Open Day can go ahead, to speak to the Speaker team about a speaker

Ann H: to confirm the Mint is available for 25th

Ann H: Agenda item for July

12. Third Age Trust Survey

Ann H confirmed that she had spoken to the TAT regarding their initial contact via Rosie – they confirmed that that was an administrative error.

Actions

Ann H: to confirm herself as the contact for the TAT

Virginia: to complete the survey

13. Any Other Business

Ann H confirmed that she, Bill and Dave had been setting up the Sharepoint system – it is still a work in progress and the committee will be advised when it is ready for all to use

Action

Ann H: to continue working with Dave to ensure Sharepoint is up and running asap

Date of next meeting 7 July 2025 at the Mint