

Minutes of the Exeter U3A Committee Meeting

Held at 10.30am 20th February 2025

Held at the Cosy Club

Present for the meeting:

Committee members:

Terry Ancell (chair), Rosie Hydar (treasurer), Ian Murray (membership secretary), Annabel Nater (groups coordinator), MJ Morgan, Mark Hall, Virginia Rosenfeld, Ann Harper (minutes secretary)

1. Welcome

Terry welcomed the committee members and noted that the meeting was primarily to cover the work necessary to ensure that the papers and procedures for the 2025 AGM are in good order.

2. Apologies

Anne B

3. 2025 AGM

Prior to the meeting committee members had received draft documents from Bill and Terry. The majority of these documents (barring the report) will stay the same other than date changes. It was agreed that at the March meeting it would be decided whether a working party would be necessary to manage this event.

The AGM report

Terry had already drafted the chairman's section of the report and distributed by email to all committee members before the meeting. He had already communicated with Trudi about her section and she has confirmed that she will be preparing this. Terry agreed that he would manage the updating of the report and relevant committee members would attempt to get their first draft to Terry before the 3rd March meeting.

Actions

Annabel/Anne B: to write up the group coordinator's report

Virginia/Trudi: to liaise re newsletter section

Rosie: to complete accounts section

Terry: to update the report as sections come in to him

Ian: to write up membership section

Nomination for appointment of committee member form, proxy voting form, initial and final notices of AGM emails to members, last year's Minutes, Agenda, AGM Schedule

These had been distributed to committee members before the meeting by Bill and it was agreed that, other than date changes, these would stay the same as last year.

Actions

Bill: to make changes to the dates

All: to try and get their nomination forms signed by 3rd March meeting

4. The Choir

Action

Terry will speak to Julie re the choir's performance at the AGM

5. Newsletter

Articles for the newsletter regarding the AGM needs to be in by 13th March.

Action

Bill: to include on March agenda

6. U3A Booklet

Steph confirmed to Terry that the booklet she has put together is now finalised and ready for printing.

It was agreed that an article, with a link to the booklet on the website, should be included in the newsletter. Members would be asked if they would like to purchase a paper version.

It was also agreed that members who did not have electronic access would be asked to contact the committee if they want a printed copy – this may be achieved by giving a landline number out. MJ has agreed that her landline could be used for this.

Actions

Terry: to confirm publishing costs.

Terry: to draft the email to members and put the booklet on the website

Bill: to include on March agenda

7. Any other business

Bill has created a document showing the year's scheduled events/meetings for the committee to update.

Mark will check the data protection issues around Beacon.

MJ has agreed to take over the minute taking role after the AGM.

Ann H has agreed to take over the Secretary role after the AGM.

Virginia has agreed to act as Vice Chair.

It was noted that we should try and encourage others to join the committee.

Action

Virginia: to interview Annabel and Mark regarding their experience of being on the committee for an article in the newsletter.

Bill: to include on March's agenda.

Meeting finished at 12 mid-day.

Date of next meeting 3rd March at the Mint, 2pm