

Minutes of the Exeter U3A Committee Meeting

Held 3 June 2024 at 2pm, Wesley Room, at the Mint

Present for the meeting:

Committee members:

Ian Murray (membership secretary), Terry Ancell (chair), Annabel Nater (groups' coordinator), Anne Barwell, Rosie Hydar (Treasurer), MJ Morgan, Ann Harper (minutes secretary)

Virginia Rosenfeld – new committee member

1. Welcome

Terry, as new Chair, welcomed the committee members and Virginia who had agreed to join the committee.

2. Apologies

Bill Cross, Rita Watson.

3. Co-opting of new members

Ann H proposed and Rosie seconded the co-option of Virginia to the committee; it was unanimously agreed. Terry informed the committee that Jane had kindly decided to stand back to allow someone who could give more time to take her place. Sheila Merrett has also agreed to become a committee member; Virginia proposed and seconded by Annabel and agreed unanimously.

Action

Terry: to contact Sheila Merrett re the suitability of the Wesley room for the committee meetings.

4. Approval of Minutes 22 April 2024

The minutes were unanimously approved after correction of minor typo error (section 13 AOB, too many 'of's).

Matters arising:

Section 4: Annabel confirmed that, after follow up emails to police, fire brigade, etc, there has still been no response. The committee agreed that no further contact was necessary.

Actions

Ann: to contact Bill to confirm the minimum number of committee members to ensure meetings are quorate.

Annabel: to ask convenors to check whether their attending members are on the Beacon non-payment of fees list

Annabel: to speak to Bob regarding written instructions for website training

Bill: rolling news, Conversation Cafe, issues/queries from Convenors Workshop to be put on July agenda

Ann: to send final minutes to Bob

5. Approval of minutes of 23rd May AGM

The minutes were unanimously approved once: the insertion of the membership numbers included; two typo mistakes corrected (correct Julie and Trudi's surname) and Section 6, committee position, line two change 'work load' to 'position').

Action

Ann: to contact Bill re the membership numbers.

Ann: to complete above corrections and send final minutes to Bob

6. Approval of 23rd May committee meeting

Minutes were unanimously approved after replacement of wording of Section 8 to: 'Terry advised the committee that Sheila Merrett and Charles Curnock had indicated a willingness to join the committee.'

Actions

Bill: to update the Charities Commission of new and resigned committee members and to include on the July agenda

Bill: to inform Charles and Virginia with information regarding committee meetings and forms for the charity commission

Terry: to send information on the new committee to Bob for the website

Anne B: to send information on the new committee to Trudi for the newsletter

Ann H: to send final minutes to Bob

7. Matters arising from 23rd May committee meeting

Banking arrangements

Ian has not yet been made a signatory.

Actions

Terry: to inform bank re Ian being a signatory

Ian: to complete the bank form

Charities Commission information

Terry has changed the business address and contact information to Rosie's address. The registered address has not yet been changed

Actions:

Rosie: to inform Charity Commission of registered address.

Ann H: to check with Bill whether Charity Commission has Rita's details.

Third Age Trust (TAT)

Informing the TAT will be done once all changes have been registered with the Charities Commission

Action

Bill: to contact TAT with new committee once Charities Commission updated.

Website and newsletter information

Above is in hand (see Section 6).

Beacon permissions

Above is in hand.

8 Regular Reports

Finance (Rosie)

Rosie distributed a copy of the accounts at the meeting. She explained that this was following the format that Steph had used and that the figures reflected the current financial situation against the budget and that currently everything was as expected. There were no questions from the committee.

Members (Terry)

The members report had been sent out in advance to the committee and Terry commented that the next report would be from Ian. There were no questions from the committee.

Groups (Annabel and Anne B)

Annabel and Anne B's report was focussed on the 30th Celebrations. Annabel had sent out a timetable of events to the committee beforehand which Annabel will update over the next few months.

Actions

Annabel: to contact convenors to encourage their participation and to gather more detailed information on those events.

Annabel: to contact the 'Library of Things' to book their speaker (for the dance group)

Speakers

No report had been sent to the committee

Action

Ann H: to contact Steve Fabian if any news regarding speaker for the 30th celebrations.

9. Review PFV fees (Rosie)

Rosie stated that, as Treasurer, she was happy with the current situation regarding fees; she would let the committee know if she thought that there was any need to reconsider the current position.

10. 30th Anniversary Celebrations

Discussion was had on the various aspects of the celebrations (see Section 8 re groups' report). Regarding the evening event on Friday, the committee agreed that £10.00 should be charged for a ticket which would cover the cost of room hire and music. After consideration, it was decided that the offer of booking food in advance would not be available. The committee agreed to pay for snacks on the day.

Anne B confirmed that she would be setting up a working party of helpers for the Open Day at St Stephen's. Anne will look at the space available for tables/displays.

Actions:

Anne B: to ask Bill whether any resources available from the Respect Festival

Anne B: to set up working party for the Open day at St Stephen's and consider the practicalities of the space available.

Ann H: to contact Mike re Open Day and Cream Tea celebrities

Ann H: to contact Steph re the awards at the Cream Tea

11. Committee Input to newsletter**Action**

Bill: above to be included on July meeting

12. Any other business

Terry informed the committee that he would be away for the 25th July Thursday monthly meeting. MJ confirmed that she could do the introductions.

Actions

Bill: to include follow up from convenors workshop on July agenda

Bill: to update the matrix of the meeting schedule with particular regard to Thursday monthly meeting dates; committee meetings now in Wesley room

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

Terry finished the meeting by asking the committee if they were happy with how the meeting went. MJ commented that accurate minutes most important.

Meeting finished at 3.55.

Date of next meeting Monday 1st July at 2 pm, Wesley Room at the Mint