

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

**Held at 2pm, 3 March 2025**

**Held in the Wesley room at the Mint**

***Present for the meeting:***

**Committee members:**

Terry Ancell (chair), Rosie Hydar (treasurer), Bill Cross (secretary), Ian Murray (membership secretary), Annabel Nater (groups coordinator), Anne Barwell (co-groups coordinator), MJ Morgan, Mark Hall, Virginia Rosenfeld, Ann Harper (minutes secretary), Harriet Smith

## **1. Welcome**

Terry welcomed the committee members and welcomed Harriet Smith to the committee.

## **2. Apologies**

None

## **3. Declarations of Interest**

None

## **4. Rita Watson's resignation from the committee.**

Terry confirmed that Rita had resigned from the committee.

## **5. Approve the Minutes of committee meeting of 6<sup>th</sup> January**

Actions had been completed and the minutes were approved.

### ***Matters arising***

The member who had a problem hearing the speaker clearly had found a position in the front row where this issue was resolved. In future, seats will be reserved for those who might find it helpful to sit here – this will be mentioned in the newsletter. In addition, a reminder to members to consider others and not eat in the auditorium as this can cause problems for the hard of hearing.

Bill has not yet had a reply from the Guide Dogs Association, it was agreed that this matter would not be followed up any further.

Virginia confirmed that she had used u3a suggested colours and fonts and their images for the poster.

### **Action**

*Ann H:* to send finalised minutes to Bob [completed 4 March 2025]

*Terry:* newsletter article re hearing issues

*Bill:* monthly meeting letter to include request not to eat in the auditorium

*Ian:* to arrange a date for the new members coffee morning

*Terry:* to write a letter of appreciation to Shivaun for her work on updating the website and Beacon

*Virginia/Bill/Anne B:* to finalise the poster and print/laminate two A4 sized posters to go to the library. Bill to arrange for leaflets to be delivered to library/Virginia

## **6. Approve the Minutes of committee meeting of 20<sup>th</sup> February**

Actions had been completed and the minutes were approved.

### **Matters arising**

Terry will speak to University Liaison team to confirm who will write their section of the AGM report.

The u3a booklet is now ready to be published on the website and the draft email to members regarding this is in hand.

There are a number of actions to complete in preparation for the AGM in May; Bill has a timetable listing these actions and dates to be completed by. Terry, Bill, Rosie and Ann H are the working party organising this work.

### **Action**

*Ann H:* to send finalised minutes to Bob [completed 4 March 2025]

*Terry:* to speak to the University Liaison team

*Terry:* to confirm the u3a booklet publishing cost.

*Terry:* to draft email to members regarding the booklet going on the website

*Working party:* to keep to AGM timetable

## **7. Regular Reports**

**Finance (Rosie):** Rosie distributed the monthly income and expenditure report at the meeting and confirmed that the account is as expected for this time of year. The cost of the supporters lunch (approximately £650) was not yet included as the restaurant had sent a request for payment but without specifying what this payment was for.

Rosie stated that by the end of the financial year the account should be approximately holding £19,000 but costs were expected to rise significantly over the coming year.

### **Action**

*Rosie:* to chase the Thirty Four Restaurant to bill us correctly

**Membership (Ian):** Ian distributed his report at the meeting. Ian commented that there had been no negative feedback regarding the rise in membership cost.

**Groups (Annabel):** Annabel had distributed her report before the meeting and there were no issues arising.

Annabel noted that there had been 24 visitors who attended the Group Fair in January and that 23 new members had signed on in January. She felt that this was a positive result for the group fair especially given that, out of the approximately 65 groups, only about a quarter attended the fair.

She also noted that we needed to encourage new convenors so that we can cope with more members. Currently there are a couple of groups that need new convenors.

**Speaker team (Terry):** Terry is liaising with the speaker team and felt that the system of informing the committee of future speakers was working well.

## **8. AGM documents (Bill)**

Bill has been updating dates, etc on proxy forms, initial and final notices. Terry is updating the AGM report and will be contacting the university liaison team regarding their input. Rosie is currently finalising the accounts section.

### **Actions**

*Bill:* to complete the updating of forms and to accentuate the importance of voting

*Terry:* to contact the university liaison team

*Rosie:* to complete the accounts section

## **9. Budget for 2025/2026 (Rosie)**

Not finalised in time for this meeting.

### **Action:**

*Rosie:* to complete the budget

*Bill:* to add to April agenda

## **10. Beacon Access**

Mark had looked at the system user files and noted that some updating was needed, eg: to remove past chairs, treasurers' access to the system. Mark will check what specific permissions the chair position has. The committee also noted that there was a 'time out' issue with the system which caused significant problems for the membership secretary and the treasurer.

### **Action:**

*Mark:* to update the system user list, check the chair permission and look into the 'time out' problem

## **11. The u3a Year (Bill)**

Bill had created a document listing events and dates in the u3a year to help the committee prepare well in advance. Bill will send this draft document to committee members for their

input. He suggested that this timetable should be a standing item at every committee meeting.

**Action**

*Bill:* to send to committee members draft event timetable

## **12. Mint Acoustics (Bill)**

See point 5, matters arising and action points

## **13. Microsoft 365 and shared folders (Bill)**

Discussion was had on the use of microsoft 365 and Sharepoint. LibreOffice (a free to use) system can be used to create word documents, excel etc. Although not exactly the same as the microsoft systems, is satisfactory for our purposes. Likewise, all the committee members will be able to use Sharepoint (there is no cost for this) to access and share documents.

Dave, Bill and Ann H have started to create a folder system that will allow committee members to file minutes and their related documents (such as the regular reports) in one place with access for all on Sharepoint.

**Action**

*Dave/Ann/Bill:* to continue developing the folder system on Sharepoint

## **14. Committee input to newsletter**

**Action**

*Terry:* article about the AGM making clear that not necessary to attend the AGM to vote

## **15. Publishing the 30<sup>th</sup> Anniversary Booklet**

See section 6 and actions

## **16. Updating the Code of Conduct**

A copy of the updated code of conduct was distributed at the meeting and approved by the committee.

**Actions**

*Terry:* to include in the newsletter that the code of conduct had been updated and where to find it on the website.

## **17. Any Other Business**

None

**Date of next meeting 14 April 2025 at the Mint, 2pm**