

Minutes of the Exeter U3A Committee Meeting

2pm, 4th March 2024

Held at the Mint

Present for the meeting:

Committee members:

Bill Cross (secretary), Ann Harper (minutes secretary), Steph Ward (treasurer), M J Morgan, Ian Murray, Dave Parsons, Terry Ancell, Rosie Hydar, Annabel Nater

1. Welcome

Steph welcomed the committee members.

2. Apologies

Steve Fabian, Anne Barwell, Julie Crichton-Smith who attended from point 8 onwards

3. Approve Minutes of 8th January

The draft minutes had been circulated prior to the 4 March meeting. They were agreed unanimously subject to a correction of spelling of Mike's name (section 5) and correction to wording in section 14: replacement of the word 'business owners' to 'distributors'.

Action

Ann H: to send updated minutes to Bob Cottis for publication

4. Matters arising from 8th January minutes

All actions had been completed other than:

Section 2:

Following co-option of Rosie Hydar on to the committee, it was subsequently discussed and agreed by e-mail that Rosie should be added to the bank mandate as a full power signatory and should be given treasurer access rights to Beacon as she will be working alongside Steph with a view to taking over as treasurer at the AGM.

Actions

Steph: Rosie added to the bank mandate

Dave: Rosie given treasurer access rights to Beacon

Section 11:

Actions:

Dave: to check on situation regarding cloud storage

Section 14:

Action:

Terry: to meet with Steph and Ian re organising a new members' coffee morning.

5. Approve minutes of ad hoc meeting of 25th January

Minutes approved unanimously.

Action:

Ann: to send minutes to Bill and Bob

6. Regular Reports:

Finance (Steph): Steph had sent out the finance reports to all committee members before the meeting. Steph had no further comments to add to these reports other than to raise the cost of hiring of courts for Pickleball group – the group had booked a third court. It was agreed that the new committee would consider PVF costs in the June meeting after the new members of committee had joined in May.

Action:

Bill: to include PVF costs on the June agenda

Speakers (Steve): Steve had not sent out a report to the committee but information had been received from Frances re forthcoming speakers. No information yet received on the 30th anniversary celebration speaker.

Membership (Terry): Terry had sent out the membership report before the meeting and had nothing further to add to the report other than renewals and reminders to members re renewals was on-going.

Groups (Julie): Julie had sent out the groups report before the meeting and had nothing further to add.

7. Feedback from the Group Convenors workshop (Julie)

Annabel and MJ gave feedback from the workshop saying that it was a positive event; that some of the issues raised from the questionnaire had been addressed; that there was a good turnout.

Actions:

Julie: to provide the committee with a report on the main themes of the event and to provide a report on the key findings of the two questionnaires (the members and the convenors questionnaires).

Julie: to ask Shivaun to attend the next meeting re the above

Bill: to add Shivaun's attendance on the next meeting's agenda

8. AGM/annual report planning (Bill)

Bill had sent out an AGM timetable to all committee members before the meeting and draft copies of the paperwork required for the actual meeting (the notice of the AGM, the Agenda and nomination form).

It was agreed that the people who intended to stand for election on to the committee would provide a photo and brief outline about themselves so that members would know who they were voting for.

It was agreed that in the Notice of the Annual General Meeting, in the Election of Committee Members paragraph, it would be made clear that committee members stand down because they have come to the end of their term of office.

Discussion was had on the vacancies there would be on the committee from May: Chair and Vice Chair. Consideration was given to sharing the Chair role between two people. Annabel agreed to take over the role of Groups Coordinator with Anne B as support. The Beacon administrator position has not yet been found (Dave will support whoever takes this role on)

Action:

Bill: to update the Notice of the AGM to include the above information regarding standing down from the committee

Julie/Terry: to approach an individual they are hoping would be prepared to take on the Chair role.

Bill: to contact Steve to confirm whether or not he wished to continue on the committee.

9. 30th Anniversary celebrations (Steph)

Steph had provided the committee with a document covering all the numerous activities involved with the celebration. It was agreed that various committee members would take responsibility for assisting Mike in organising these activities:

Open Day 19 th September -	Bill (Dave will assist)
Afternoon tea 25 September -	Ann H
Speaker meeting 26 September	?
Evening Drinks 27 September -	MJ
Group Activities -	Julie and Annabel
30 th Anniversary booklet -	Steph
Special Awards -	Steph
Media Campaign	?

Actions:

All: to confirm with Ann H that the above list is correct

Ann: once action above completed, Ann H to contact Mike

10. Website Update process (Steph)

Steph had provided the committee with a report on the website before the committee meeting. Dave noted that anyone on the committee who wanted to be able to make changes on the website could be trained to do so. It was agreed that one year's worth of newsletters and 6 years worth of annual reports and AGM minutes would be kept available to members. Earlier documents to be archived.

Regarding who is responsible for updating the website, the below was agreed:

Welcome page

Annual membership rates:	Membership secretary will inform Bob to make any changes
Latest newsletter	Newsletter editor

Groups page

New groups/defunct groups	Groups Coordinator will add/delete groups
Individual Groups	Group Convenors

Events page

Monthly meeting speakers	Speaker team
Regular social events	Event Coordinator
Ad-hoc events	Committee Secretary

Committee page

Committee membership	Secretary
Job descriptions	Secretary
Meeting minutes	Secretary
AGM minutes	Secretary
Annual reports and accounts	Secretary
Policies	Secretary

University Liaison page

All content	University Liaison team
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Action

Steph: to finalise the website update

11. Steph's non-treasurer responsibilities (Steph)

Steph had circulated a paper before the meeting on her non-treasurer responsibilities with a request that committee members agree on the distribution of this work load amongst the committee. The updating of the website is covered, see section 10 above for responsibilities

Action:

All: committee members to inform Steph which of these roles they would be prepared to cover.

12. New members' coffee mornings (Steph)

The aim is to have a new members' coffee morning after 1st April.

Action:

Ian and Terry: to plan this event

13. Actions for EDI and outreach (Bill)

Bill had circulated a paper to the committee on the above before the meeting. There were 4 recommendations that the committee had adopted regarding EDI strategy:

- 1 accessibility of groups and events to be monitored
- 2 programme of activities informing members of EDI policy
- 3 publicity and outreach programmes
- 4 monitoring diversity of membership

Points 1 and 2 are being addressed by Annabel and Bill.

Point 3: a draft letter had been sent out to the committee before the meeting and, with some changes to final wording to be agreed between Bill and Annabel, it was agreed that this should be sent to the groups listed in the paper. Contact details of these groups was obtained from the Exeter Communities Together.

Point 4: it was felt that monitoring diversity was not a straightforward matter and, once information was collected, how we might tackle any perceived shortcoming equally as difficult. For the time being approaching groups that included minorities would be a positive first step.

Action:

Bill/Annabel: to send out introduction of u3a letter

14. Committee Input to Newsletter (Steph)

Steph had sent out her proposed newsletter articles before the meeting. They were all agreed.

Actions:

Steph: to forward newsletter to Trudi

MJ: to send more detailed information to Trudi for the newsletter regarding the plant sale at the AGM

15. AOB

Terry had information on hiring rooms using the Exeter Community Centre.

Action:

Terry: to provide costs, etc on using the Exeter Community Centre for next meeting

Bill: to include this on next Agenda

End of of meeting 4pm

Date of next meeting Monday, 22 April at 2pm, Rowe Hall at the Mint