

Minutes of the Exeter U3A Committee Meeting

Held at 2pm, 6 January 2025

Held in the Wesley room at the Mint

Present for the meeting:

Committee members:

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

1. Welcome

Terry welcomed the committee members and noted that the meeting was quorate.

2. Apologies

Bill Cross

3. Declarations of interest

No interests were declared.

4. Co-opting Harriet Smith to the committee

Harriet was unable to attend today but Terry confirmed that she was interested in joining the committee at least until the next AGM. Ian and MJ formally proposed that she should be co-opted and this was unanimously agreed.

Action:

Bill: to inform Harriet of this decision and confirm the date of the next meeting

5. To finalise the minutes of 4 November 2024

Actions had been completed other than below. The minutes were approved.

Matters arising/Actions:

Bill: to carry forward to next meeting the formal resignation of Rita Watson

Terry/Bill: The Mint confirmed that they don't have the technology to manage bluetooth connection but were hoping to improve their system. Bill is researching this issue and will come back to the committee. An article to go in our newsletter to tell members that we are looking into how we can resolve this issue (Terry).

Annabel: The 'responsibilities of convenors' document has now been put on website and Annabel will feedback to the committee the responses of convenors to this

Bill: to contact Guide Dogs to clarify what costs/practicalities of Teams meetings might be regarding their training package as the committee felt the training may be useful for convenors

Ann H/Anne B/Mark: to assist at the supporters lunch, arriving 11.30

MJ: is currently chasing the venue for menus and will send these out as soon as she receives them

Ann H: to send finalised minutes to Bob Cottis [completed 7 January 2025]

6. Regular Reports

Finance (Rosie): Rosie distributed her reports at the meeting and noted that the balance was slightly lower against this time last year as had been planned. The committee discussed how large this balance should be, opinion ranged from £5000 - £8000.

Rosie provided the committee with a breakdown of costs for each group, these varied widely as the cost of an individual group depended on numbers, frequency of meetings and the venue choice. It was noted that if the attendance of a group were raised by a relatively small number, this had a large impact on its overall cost. In addition some venues were significantly cheaper than others but these venues may have an access issue in that they are not necessarily served well by public transport, may have limited space and limited times available for hire.

Currently the annual membership and PFV fees do not cover the annual costs of running Exeter u3a although the current account has a relatively large surplus of approximately £10,000.

It was decided that an increase in annual membership fee was necessary to go towards covering current costs and the expected rise in costs over subsequent years. £25 for first year's membership and £20 for early payment in subsequent years.

Action

Rosie: to discuss with Steph the size of the current account balance

Membership (Ian): Ian had distributed his report before the meeting which raised no issues for committee decision. Ian noted that the new members coffee morning was held at The Phoenix and out of 73 new members between 1st April and 30th October, 13 people attended. The next meeting will be for those who join between 1st November and beginning of April.

Action:

Ian: to arrange a suitable venue, date and time for next new members coffee morning.

Groups (Annabel): The groups report had been circulated before the meeting and raised no issues for committee decision.

Speaker team (Terry):

Terry is in regular contact with the speaker team and had circulated details of the speaker arrangements for the next couple of monthly meetings. Co-incidentally, the information

provided showed a disparity between newsletter article submission deadlines and those recorded by the speaker team.

Action

Terry: to speak to the speaker team to ensure they are aware of the newsletter deadlines

7. PFV Fees (Rosie)

The PFV fees were discussed in conjunction with the overall finance report (see item 6). As a consequence of raising the annual membership, it was considered that, for the moment, the PFV fees would stay as is. The venue costs will need to be regularly looked at by the committee and consideration given to the possibility of some groups being able to use alternative, cheaper venues than the Mint. It will always be borne in mind that accessibility is paramount in the decision on venues.

Actions:

All: to note where all venues are and to consider whether groups they are connected to might be able to use the cheaper venues

8. Budget for 2025/26 (Rosie)

Not discussed in detail other than in consideration of the membership fees for 2025/26 as recorded under point 6 Regular Reports.

Action

Bill/Rosie: to be included on March agenda

9. Anniversary Celebrations feedback (Ann H)

Ann H had distributed before the meeting – there were no questions raised by this report.

Action

Ann: to liaise with Bill to include this document in 'how it works' folder

10. Rights to use Beacon (Bill)

Annabel will double check that the latest convenor list is correct before the next meeting and then the committee will discuss the access rights at this meeting

Actions

Annabel: to update the list of convenors

Bill: to put on to March's agenda

11. Training for use of Microsoft 365 and shared folder (Bill)

Bill, Ann H and Rosie are meeting with Dave P on 30th January re this issue.

Action

Bill: to put on March's agenda

12. January monthly meeting – Groups Fair (Annabel)

Annabel and Anne B have organised this event and have 28 groups attending. Administration is completed for this event but any committee member who can help on the day with the set up are welcome.

Action

All: if available and able to, to help with the set up

13. Committee input to newsletter

Action

Terry: to send Chair's input to newsletter editor

14. Any other business

Annabel asked that Shivaun be formally thanked by the committee for all her hard work in updating the website and Beacon.

Terry recently visited the library and noted that the poster advertising the u3a was out of date.

Action

Terry: to write letter of appreciation to Shivaun

All: to consider how best to update the poster held by the library

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