

MINUTES OF THE EXETER U3A COMMITTEE MEETING

2pm on the 7th November 2022

Held in the Martin Luther King Room in the Mint

Present: committee members

Vivienne Watson (Chair), Frances Berry (Vice Chair), Minna Egan (Secretary), Steph Ward (Treasurer), Julie Crichton-Smith (Groups Coordinator), Dave Parsons (Beacon Administrator), Bill Cross (Minutes Secretary).

1. **Welcome.**

The Chair welcomed everyone.

2. **Apologies**

There were no apologies.

3. **Minutes of the Committee meeting of 5th September 2022**

Approved

4. **Matters arising**

Exeter School and u3a intergenerational learning.

There has been no contact from our members expressing interest in this initiative. The monthly meetings are not the best place to promote it as few attend. The commitment requested is big – once every two weeks for a term.

Julie will seek next term's dates and prepare a final item for the newsletter. Otherwise without members' interest we cannot respond to this request.

U3a treasures day.

31 participants and enjoyed by all. Vivienne's report is for the news letter – named participants have agreed to be identified in it. All who wanted to attend seem to have done so. It was not a social event and there was no appetite for a re-run.

5. **Regular reports**

Finance.

Steph had prepared her report on which there was no comment. She pointed out that we are still waiting for the invoice for the convenors' lunch. The open day had covered its costs given those who had signed up on the day and subsequently and given the special event grant.

There was a discussion about the proportion of our costs that are met from paid for venue (PFV) fees. Our target has been 40% but that is not being achieved. Venue costs per attendee for small groups or groups using lots of space (e.g. table tennis) can be high but there was no appetite to devise a mechanism to relate fees to attendance. It should be a flat rate for all. But it may be necessary to increase income when the budget is next set as reserves are being used. Different views on this were expressed.

Steph would prepare alternative fees and income scenarios to guide our budget discussions in the new year.

The committee decided to cancel the Zoom Pro License as no longer needed.

It was agreed to remove Daphne from the on-line banking arrangements.

We should accept the request from the Mint for an added 15 mins charge for the monthly meeting, noting the setting up time needed.

Speakers.

Dealt with at Item 8.

Dave asked that we consider the necessity in using the 'reply all' options when dealing with emails. It wasn't always necessary for each person's reply to be seen by all and rationalising its use would reduce the content of email in-boxes.

Membership

Now stands at 642. Daphne had submitted her final report and handed her records to Steph. Minna will deal with enquiries and Steph will process applications.

Groups.

Julie will prepare a note for the newsletter asking that members with queries about group activities contact group convenors directly.

Vivienne would research the expected quality of a proposed speaker on the psychology of ageing.

We have a new group on Spanish, one on IT and the Really Useful Group which seems a success. Groups for pickle-ball and guitar playing have been suggested and Julie will seek interest via the newsletter.

The committee agreed that a social group – drinks get-together – should be offered. Steph would make arrangements.

The current dates for the next convenors' cafe – 2pm on 21 November – are uncertain. Julie will confirm.

Members' details. Dave explained that the minimum requirements on our kind of organisation under data protection regulations were fairly easy to administer. However, a member had asked that their details be not revealed to convenors. We are obliged by our constitution to keep records of contact details of members and it would be impossible to administer a membership without such details. So it will remain as a condition of membership that contact details are provided. But who should have access to these details? Beacon can hide details but if a convenor cannot access a member's details they will have difficulty administering their group. It may be possible to deal with this issue case by case but first it should be clear to members and convenors that contact information is necessary for administration. Julie will check what is explained about this in information for new members.

It was agreed that to join a group a member must complete a sign-up sheet or contact the convenor directly and ask to join the group. They should not attend until they have been confirmed as a group member by the convenor. These details need to be included in new member information and in information for convenors.

6. **New members' and Convenors' Lunch dates**

Julie and Vivienne will arrange a convenors' lunch for January. It should include other volunteer supporters too.

7. **New/old members' coffee mornings**

The next new members' coffee morning should take place after the groups fair on the 26th January.

8. **Quality speakers**

We have one volunteer to help with speakers and Vivienne will work with him. The Forum – a social group arranging speakers for their membership's interest – has a good list and Vivienne and colleague will explore this source, looking for input for March and April. It would be helpful if a third person could be recruited.

9. **Advertising non-u3a activity**

The committee agreed that paid for non-u3a activity was inappropriate and would not be supported

10. **Ethnic minorities at our meetings**

Prompted by a member having noticed the absence of people from ethnic minorities at our monthly meetings, Bill had explored what information was available about the relevant numbers. He had established that the numbers in the relevant age group were likely to be small. It was decided that the item would be addressed again at our next meeting and Rose Gander's advice would be sought.

(Vivienne has since met with Rose. She will send Rose information about our membership criteria and Rose has undertaken to investigate ways in which we may engage with under-represented groups.)

11. **Volunteers for AGM working party and date for its first meeting.**

Vivienne, Minna and Steph would take this on. The approach for our last event had worked well and should be the basis for the next event.

12. **Free memberships**

The principle is that there should not be free membership but exceptions might be made on a case by case basis. Vivienne would explain this to the member who had raised the issue.

13. **Group fair.**

Set for January 26th. Volunteers (8) will be needed to re-arrange the worship space for the event. Vivienne, Julie and Steph would constitute a working group for the event. Vivienne will prepare something for the newsletter.

14. **Daphne's thoughts.**

Daphne's insight from new members' registration forms were very useful and should be made more of. A new members' pack is needed. Frances and Steph will initially work on updating the Membership Application form and work on the new members' pack with Dave and Minna.

15. **Any Other Business.**

Millbrook outreach. The committee noted that there are several members of u3a living at Millbrook. Julie will invite Millbrook to send someone as a guest to our monthly meeting and will offer to speak at a Millbrook meeting should they wish.

RAMM had asked if we had members interested to be trustee. Our advertisement of this opportunity missed the last newsletter and so RAMM have been asked if the opportunity is still there and then it can be offered to members.

Julie suggested that the December monthly meeting should be carol singing. It was agreed that this should be promoted and members asked to bring mince pies and come in festive dress. Jonathan Cordery should be asked for help setting up as mics and amplification would be needed. The extra cost of £12.50 for his services was agreed.

Still looking for membership secretary volunteer. Vivienne will prepare a note for the newsletter thanking Daphne, noting the value of her work and emphasising the importance of the role for our ongoing success.

It was agreed that the committee should meet socially for a lunch on the 4th January at 12.30, possibly at City Gates. Dave will confirm.

Date of next meeting Wednesday 4th January 2023
2:00pm Epworth Room at The Mint