

DRAFT Minutes of the Exeter U3A Committee Meeting

2pm, 8 January 2023

Held at the Mint

Present for the meeting:

Committee members:

Bill Cross (secretary), Ann Harper (minutes secretary), Steph Ward (treasurer), Julie Crichton-Smith (groups coordinator and acting chair), Anne Barwell, M J Morgan, Ian Murray, Dave Parsons, Terry Ancell, Rosie Hydar

1. Welcome

Steph welcomed the committee members.

2. Co-option of Rosie Hydar to the committee

The committee welcomed Rosie Hydar who was co-opted on to the committee with an unanimous vote. Rosie joined the committee with a view to taking over the Treasurer's role on Steph standing down having completed the maximum term of office. There was discussion amongst committee members about who was intending to stand again at the AGM and whether they wished to continue on in a specific role.

3. Apologies

Steve Fabian, Annabel Nater

4. Minutes of 6 November

The draft minutes had been circulated prior to the 8 January meeting. They were agreed unanimously subject to a change in section 11 with the word 'coordinator' replacing 'convenor' in lines 4 and 5.

Action

Ann H: to send updated minutes to Dave for publication

5. Matters arising from 6 November minutes

All actions had been completed other than:

Section 4:

Action: *Julie* to get password so that she is set up as a bank signatory

Dave has received the terms and conditions for the new website.

Section 6: Mike Arstall is now the coordinator for the 30th Anniversary celebrations and he will be responsible for contacting members re asking for their input on this event.

Section 9:

Action: *Bill* to send amended version of speaker policy to *Dave* so that can be put on website

Steph: to include information about the policies in next newsletter

Section 10: *Bill* unable to inform TAT on our accessibility officer as TAT does not have a place to record it on their website.

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.

Speakers (Steve): *Steve* had not sent out a report to the committee but a brief list of the next 3 speakers that have been booked had been received.

Actions:

Steph: to contact *Steve*/speaker's team to ask for a little more detail on the speakers booked and to ask if they would be interested in looking for a speaker for the anniversary celebrations. The committee would consider that spending more money than was usual on a speaker was worth pursuing.

Membership (Terry): *Terry* had sent out the membership report before the meeting and had nothing further to add to the report.

Groups (Julie): *Julie* had sent out the groups report before the meeting and had nothing further to add other than, since writing the report, new groups had been proposed.

7. Budget 2024/25

Steph had sent out the budget report before the meeting. The report looked at various scenarios based on reasonable assumptions on numbers of members, numbers of groups and costs. The report outlined possible outcomes as a result of adjusting the annual fees and/or PFVs.

The committee discussed the pros and cons of the different scenarios and came to the unanimous decision that the best option was to increase new membership annual fees from £20 to £22, existing members fees from £12 to £15 and the half yearly rate to £11. Associate member fees would remain at £4 less than individual fees as no national membership fees are payable for those members. PFV costs, income and recovery rates vary widely across different activities depending on length and frequency of meetings and space and equipment requirements. Our current model of charging the same flat fee for all activities is not perfect but is a practical solution that works for us. PFV fees were increased significantly from £1 to £1.50 for 2023/24 so will stay the same for 2024/25.

Action:

Steph: to re-work the budget with the above figures and send out the report to the committee.

8. AGM/annual report 2023/24 planning (Steph)

The AGM is in May and, as there is a considerable amount of planning, a team was set up to manage this. Bill will be the group organiser, Steph, Ann H and Rosie will assist. Discussion was had on including the choir which was felt to be a success at the previous AGM.

Action:

Bill: to send out last year's schedule to the above team

9. Update on Groups Fair (Julie)

Julie reported that all was going to plan.

10. Members Questionnaire (Julie)

There had been a good number of responses from the general membership (about 250 replies) and from the convenors (about 35). The results will be analysed this coming Monday (15 Jan) and a report sent to the committee.

Action:

Julie: When analysis completed, to send report to the committee.

11. Progress on new website (Dave)

Dave reported that the basics are now all in place with a few things to be finalised, everything went smoothly with help from Bob Cottis. The old website is now only accessible to Dave, Steph and Bob.

Action:

Dave: to contact Mike re marketing of website

Dave: to check on the situation regarding cloud storage

12. Actions for EDI and Outreach (Bill)

Action:

Bill: to re-vitalise link with Respect festival people

13. Committee input to newsletter

Steph suggested that we draw attention to: the policies on the website, initial notice of AGM, looking forward to meeting new members, social meetings, new members on speakers team. Rosie suggested a short article from a new committee member on 'what is it like to be on the committee'.

Actions:

Steph: to write on the above for the newsletter

Anne B: to write short questions and answers on what it is like being a committee member

14. AOB

The Groups team asked for £90 for 30 place holders. This was agreed.

It was noted that the national magazine distributors have gone bankrupt which means that there is an out of date mailing list. Some members who have left may receive a magazine whilst new members may not receive a copy. This will be addressed by the new management.

Action:

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

End of of meeting 4pm

Date of next meeting Monday, 4th March 2023 at 2pm, Rowe Hall at the Mint