

Minutes of North Walsham U3A Committee Meeting
Monday 18th November 2019

1. Those Present: Steve Guratsky, Jayne Potter, Clive Irons, Janet Barnard, Peter Phillips, Sonia Thomas, Gill Moroney, Veronica Cooke

2. Apologies for absence: none

3. Minutes of the meetings 16/9/10 and 4/10/19: both were agreed as an accurate account of the meetings. These were signed by the chair.

4. Matters Arising from the meetings on 16/9/19 and 4/10/19 not elsewhere on the agenda:

Website Update: the website is now up and running with a fair amount of amendments completed. ST was thanked for her work on the updates and making the site fit for purpose. The contact page now works so that members can send messages which will be forwarded on to the relevant person. A decision now needs to be made as to whether to 'hide' the old site. This was agreed. The website has been paid for over 3 years as this was a cheaper option than paying annually. Google should recognise the new site more easily. The new website address is on the latest programme card.

ST requested some group photographs which will also require permission from those involved.

Action: PP to request photographs from group leaders along with permissions.

Other matters: 16/9/19

JP is now numbering the minutes.

CI's neighbour may be prepared to assist if CI is unable to attend the monthly meeting. CI is still awaiting a form to change signatures on the account.

Action: CI to chase for update to bank mandate.

JB advised that the update for the monthly magazine has to be updated every month even if there are no changes. It was agreed that JB would not continue with this practice as the savings are minimal.

Action: ST will speak to Richard about getting more involved.

ST has amended the constitution to include associate membership and it will be approved at the next AGM.

Discussed Jean St Clair email again.

Action: JP to draft a reply.

All other actions completed.

4/10/19 - all actions are items on the agenda.

5. Treasurer's Report: CI has tried to simplify the monthly figures and gave an overview. Figures look very healthy but CI advised that all membership fees have now been paid and these funds must last the whole year.

Action: SG will ask for the treasurer's computer for use by JP.

The large sum of £2221 put aside for equipment replacement allowance was queried and another system will be explored. It was agreed to freeze this sum and not to add to it over the next few years but will be reviewed as expenditure takes place.

6. Secretary's Report: National U3A day: VC reported on the East of England region report. JP raised the proposal for the U3A day in June 2020.

Action: JP to agenda for January.

7. Membership Secretary's Report: 76 members attended the AGM. We are 21 members down on last year and now have a total of 268. 45 members did not renew but there have been 24 new members since September.

8. Groups Co-ordinator's Report: PP has emailed the groups who had a non member listed. Everything is now up to dateline there are no groups with members who have not paid. All group leaders have been requested to check new membership cards.

Group talks are being put together for the meeting on 3rd January.

PP has reviewed and made amendments to the head office policy in line with the committee's previous policy.

Members are not insured personally by U3A. Insurance was discussed and a careful but specific note will be added to the newsletter to explain this to members. This is particularly relevant for leaders who hold meetings in their own home.

Action: PP will draft a note to cover the changes and we will formally agree as a committee in January. JP to agenda for January.

It was agreed that there should be a consistent policy regarding all money going through the treasurer rather than an individual's name to protect individuals attending a U3A event. This will apply for the hiring of a venue but does not apply to refreshments.

9. Newsletter Editor's Report: In October there were 30 hard copies made with 22 posted and in November, again, 39 hard copies with 21 posted. The deadline for the next newsletter is 28th November.

10. Programme Secretary's Report: Simon Partridge has a Christmas traditions talk and has been booked for December 2020. GM ran through some ideas for the following year. This led to a discussion about the August tea party and it was agreed to change the format to a games/quiz event. GM has made a good start on the 2021 bookings and was thanked.

11. Chairman's Items:

Programme Card: was proof read and amendments made.

Action: SG will send amendments to LI today.

It was agreed that 350 will be ordered for print.

New members' meeting/coffee morning: this idea and various options was discussed at length. It was agreed that 'Meet and Greeters' were to introduce new members or visitors to the committee to ensure that new people are welcomed.

SG will create a new set of badges for the committee and 'M&Gs' to wear at meetings.

This option will be tried first to see if a more formal meeting is needed.

Recruitment Drive: carried forward to discuss in line with U3A day. There is not a huge problem with membership numbers, however, the drive for new committee members will be ongoing.

Facebook page/group: it was agreed not to take this further.

12. Future meetings: there will be no meeting in December and it was agreed that meetings will be bi monthly unless something is urgently needed to be discussed. The committee will send reports in advance of the meeting with a deadline of a week prior to the meeting. The reports will be sent to all committee members in advance.

13. AOB: GM advised that there are some interesting articles in the winter TAM particularly the one on page 15 regarding ways to accommodate more members.

