

Committee meeting

held on Monday 5th August 2024 at 2.00 p.m.
@ Ridgeway Community Centre

MINUTES

Present:

Chairman: Ian Shipton

Minutes: Jane Milne

Committee Members: Anna Gordon, Yvonne Griffiths, Ken Johnstone, Tony Fenner, Bob Ferguson, Malcolm Brooks, Sarah Robinson, Neil Kelly, and Hilly Bailey

1	<p>APOLOGIES FOR ABSENCE:</p> <p>None</p>	ACTION
2	<p>APPROVAL AND SIGNING OF MINUTES OF LAST MEETING</p> <p>Minutes of the previous meeting held on the 24th June 2024 were taken as read, approved and signed.</p> <p><u>Matters arising:</u></p> <p>Point 2: Singing for Fun has folded with arrears of £393.50. u3a to absorb the loss. In future we will notify a group if they are making a loss with a maximum of three months leeway before a forced closure. YG to liaise with SR re letter to Conveners. All policies are on the website.</p> <p>Point 5: TF had two responses for a new Examiner of Accounts - probably go with Doreen Pinnell. EGM required next February / March to appoint DP as the new Examiner of Accounts. HB to assist DP initially. SR to put note in NL thanking members for their responses.</p> <p>Point 7: AG still working on the Welcome Pack.</p> <p>Point 8: IS has written to Climate Change Interest group.</p> <p>Point 10: HB has cancelled Centre 70.</p>	<p>YG/SR</p> <p>HB/SR</p> <p>AG</p>

3	<p>CHECKLIST SUMMER LUNCHEON</p> <p>JM to make potato salad and YG to make coleslaw. AH to make fruit salad with no strawberries. HB to make a rice salad. MB to loan cool box. KJ to ask Peter Mason to collect the key. IS preparing the quiz. Committee members to arrive at the hall for 11.00.</p> <p>SR has names of volunteers for heavy gang and food gang – SR to pass names on to IS ad YG. SR confirmed 132 (on average about 10% do not turn up) have signed up. SR to source a quote from a local company to collect and return the gazebos.</p>	<p>KJ</p> <p>SR</p> <p>SR</p>
4	<p>JM's OLD U3A FILES</p> <p>JM to give the file to MB who will scan documents where necessary onto One Drive – minutes go back to 1997!</p>	<p>MB/JM</p>
5	<p>NEWSLETTER</p> <p>In future a link to Julia West will be created in the NL for information / cost etc. of any future walking holidays. The calendar will be simplified – removing actual dates. SR to drop mid-month reminder.</p> <p>IS to prepare shorter pdf version of the newsletter and post – SR to send IS names and addresses.</p> <p>MB to archive old newsletters for posterity.</p> <p>SR confirmed website is up to date - no committee member's telephone number or personal email addresses are on the website.</p>	<p>SR</p> <p>IS</p> <p>MB</p>
6	<p>DATES AND TIMES OF FUTURE MEETINGS</p> <p>16th September to start at 3.00pm and KJ to chair. 28th October HB to take minutes. 9th December KJ to chair.</p>	

7	<p>HOSTING OF PROJECTOR AND PROJECTOR STAND</p> <p>In future IS will host the projector stand and KJ will store the projector.</p>	IS
8	<p>NEW MEMBERSHIP INTEREST GROUPS INFORMATION</p> <p>AG will put a pdf version of the newsletter and the calendar in her pack emphasizing the website has the latest up to date information.</p>	
9	<p>MARK PHILIPS – DECEASED</p> <p>JT has prepared an obituary ready for publishing in the NL by SR.</p>	SR
10	<p>CHANGE WORDING OF SR’S ROLE</p> <p>SR’s new role will be Newsletter, Website and Emails.</p> <p>Committee members need to review their job descriptions – to be c/f to October meeting.</p>	
11	<p>DELEGATE PRINTED NEWSLETTER</p> <p>IS has agreed to take on this role.</p>	IS
12	<p>LANYARDS</p> <p>SR would prefer to wear a waisted version of her lanyard.</p>	
13	<p>DOMAINS AND EMAILS</p> <p>Discussion took place around the domain administrator (Adrian) and generic email addresses (thamesidewallingfordu3a) – a separate meeting required between IS, MB, BF and SR – to report back to the committee</p>	
14	<p>CONSIDER USING WIX FOR EMAILS</p> <p>See above</p>	

15	<p>STANDING REPORTS</p> <p>Finance: Main account £4,152.72, Interest Account £11,419.14. We are in danger of exceeding a £25,000 turnover – HB to talk to the Charities Commission. We may need an Auditor rather than an Examiner of Accounts in the future. Update: It has subsequently been clarified that the amount is over £250,00 so panic over! Outings surplus of £499 – agreed to absorb into the main account - plus a surplus of £1478 for Sudeley Castle.</p> <p>IG: Nothing to report.</p> <p>TVN: NK reported that discussion on membership renewal procedures was deferred to the next meeting as he couldn't attend the last one. Following a discussion on the usefulness of the TVN the committee suggested that NK raise the matter at the next TVN meeting.</p> <p>Outings committee: Waiting list for three rivers cruise and Sudeley Castle, 21 people are going on the Normandy holiday. Looking at alternatives for November and December. Maybe look at long weekends rather than week holidays in the future?</p> <p>Database/Membership statistics: 490 active members, five new members since the last committee meeting via a friend, WoW or other.</p> <p>IT: New speaker laptop up and running. MB has removed MS 365 from old speaker laptop. He will try Microsoft online for PowerPoint to see if it covers our needs</p> <p>Newsletter/Website/Emails: Website is up to date; she is behind with groups. She will research using Mailchimp or Wix for emails and report back to the committee as CDM is slow.</p> <p>Speakers: July speaker unfortunately parked in front of the Church - he was given £1.80 for the car park.</p> <p>U3a Matters: Nothing to report.</p> <p>Secretary: Nothing to report</p> <p>Annual review Policies – to be removed from regular committee meetings. HB to remind JM when required just before the AGM.</p>	<p>HB</p> <p>NK</p> <p>SR</p>
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16	<p>AOB</p> <p>YG: c/f Succession planning for the Summer luncheon to the next meeting.</p> <p>AG: Query from a new member – it was confirmed only the recipient can see their address and telephone number when emailed by SR.</p> <p>SR: Requested non attendees to committee meeting sto be sent the draft minutes for “read only”. She would like access to the membership database – MB to follow up.</p> <p>KJ: Do we need a risk assessment for every outing – a generic one is required. There is a pricing issue for outings - £700 surplus since April 2024.</p> <p>NK: NK requested that his title include WoW correspondent.</p>	MB
	<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 16th September @ 3.00pm at Ridgeway Community Centre</p> <p>Future meetings: 28th October and 9th December.</p>	

Signed Chair of Committee: _____

Date: _____