

## Craven u3a

### Minutes of Meeting of the Executive Committee Tuesday, 5<sup>th</sup> September 2023 10.00 am

#### Present:

Ronnie Dancer (RD), Jacqui Eames (JSE), James Enever (JE), Doug Hirst (DH) Anne MacDonald (AM), Mick Richings (MR), , Lesley Perkins (LP), Linda Hoole (LH)

#### 1. Apologies for absence:

Nigel Holden and Nick Jarvis had sent their apologies which were accepted.

#### 2. Draft minutes of meeting held on 7<sup>th</sup> August 2023:

Agreed to be a fair and true record and were signed by MR.

Action: LH to delete draft minutes from Airtable and upload agreed August minutes.

#### 3. Any matters arising not covered elsewhere on the Agenda:

##### Actions from previous meeting:

##### Minutes August 5<sup>th</sup>: Item 5:

**Identify new members and send special invitation to attend the monthly meeting on August 12<sup>th</sup>.**

No invitation had been issued. It is now possible to identify new members. There are about 200 new members. Lapsed members are still on Beacon until November 1<sup>st</sup> when they will be deleted unless they renew before then. A small number of members had joined groups without renewing membership.

Action: MR and DH to review groups and send a reminder to those who had not renewed.

##### **Check which groups are full before the August monthly meeting.**

JSE has had an article published in the Craven Herald which listed groups with availability.

##### **Email members for feedback on Open Event, Summer Programme and ideas for new groups.**

See item 5 below

##### Minutes August 5<sup>th</sup>: Item 6b:

**Contact GLs about identifying access and transport issues for members (re Derek Woolley Fund):**

So far LP has received positive feedback from GLs who are willing to consider which members might benefit.

##### **Contact local surgeries about social prescribing:**

Carried forward action: LP to contact surgeries and RD to contact Skipton Foodbank. Existing posters to be amended to remove dates.

JE to distribute posters elsewhere

**Create a new membership class: Derek Woolley Class: actioned**

##### Minutes August 5<sup>th</sup>: Item 7:

**Set up Whatsapp Group for Culture Vultures:**

RD to liaise with JSE about setting up a group. All members have been asked to bring mobiles.

##### Minutes August 5<sup>th</sup>: Item 8:

**Website to be updated to give dates for groups: actioned.**

## Minutes August 5<sup>th</sup>: Item 11:

### Committee members to monitor website for errors:

The website has been amended to allow members to either renew or join as a new member. Some errors have been picked up and rectified but the website needs constant monitoring.

### Item 4: Feedback on membership enrolment:

DH shared the results of his survey, seeking views of members on enrolment. 81 members had responded which was felt to be a successful return. The survey revealed a high level of satisfaction with the renewal process. However, u3a members were reluctant to use Paypal.

### Item 5: Feedback on Open Event:

This was felt to be a success, and an improvement on the previous year, with thanks to AM and JSE for organising it. The committee was grateful to Keith Berrington who was particularly proactive in supporting the event. It was noted that some GLs did not attend presumably because they were confident their groups are popular and had no need of promotion. Improved communication from those who did not plan to attend would have been appreciated as there were empty tables – to be discussed at future GL meetings. There were lengthy queues in the hall for registration/enrolment. There was some confusion with existing members joining as new members rather than renewing. The website now has clear links for those wishing to join or renew.

The members' comments section of DH's survey was of particular use in planning for the future.

Next year:

1. All payment methods to be accepted: cheque, cash, credit cards. A triage desk to be set up to direct members to different desks according to the payment method.
2. More help is required to support those with IT needs. Is it possible to reach out to members who are confident with IT to volunteer on the help desks?
3. Queues should be kept out of the hall, with the Hub used for registration and group enrolment.
4. Members should be discouraged from gathering to chat once they had completed their transactions as this caused access problems.
5. Clearer signage is required.
6. Rather than have a membership registration event on the previous day, schedule this for the morning of the Open Event.
7. More registration sessions will be held during the summer, including the monthly meetings, with a discount offered to incentivise members to renew early. **It was agreed that the renewal fee would be reduced to £33 if members renewed/joined during the month of July 2024.**

### Item 6: Finance Update:

It was agreed that detailed finance updates would become a confidential item in the minutes. There is no requirement to publish financial updates but **it was agreed they would be recorded in the public minutes on a quarterly basis.**

JE reported that the financial situation is very healthy at present, and forecast to remain so for the next five years.

Details are recorded in the confidential minutes.

**Item 7: Advertising external events:**

Liz Morrison (LM) had asked for clarification about what could be published in the Newsletter when external organisations requested publicity for events. **It was agreed that events could be advertised in the Newsletter but not emailed.** Action: MR to inform LM

**Item 8: AOB:**

1. MR will put in a piece in the newsletter about the u3a national event to be held at York University in 2024.
2. Craven College has replied that they can provide a Christmas meal on a Wednesday.
3. A Beacon training website is being developed. Action: DH to send a link to committee members.  
A link may be available for members and GLs ready for publication in the October newsletter.

**Item 9: Date and time of next meeting:**

Thursday, 5<sup>th</sup> October 4.30 pm, St Stephen’s Hall

*The meeting closed at 12.00pm*

Signed ..... (Chair),