

Craven u3a

Minutes of Meeting of the Executive Committee Thursday, 5th October 2023

Present:

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

1. Welcome and apologies for absence.

MR welcomed members to the meeting. No absences.

2. Draft minutes of meeting held on 5th September 2023

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

3. Actions and matters arising not covered elsewhere on the agenda.

- a) LP had contacted group leaders regarding identifying potential beneficiaries of the Derek Woolley Fund.
- b) Posters had been updated to be without dates – to be distributed to RD and LP who can now action contact with social prescribers and the Skipton Food Bank.
- c) Culture Vultures **WhatsApp** group has been launched, as had the Bus Pass group. The Sunday Lunch group were communicating via Beacon email. All three groups were active, organising successful outings.
- d) Action: MR will have an updated report on next summer's **u3a National Event in York University** ready for next month's newsletter.
- e) LP **has** had contact with Craven College who offered Wednesday, 30th November for an evening Christmas meal, at 6.00 for 6.30pm. The cost will be about £25. **It was agreed to go ahead with this arrangement. The event would be open to members and partners.**
Action: LP to contact the College and confirm booking, cost and menu.
Action: MR to organise administration of event, **DH to setup booking form on Airtable.**

4. Feedback on Group Leaders' meeting

There had been no adverse reaction from GLs which indicated the meeting had been a success and committee members felt it had been a very positive meeting. NH's report was detailed but succinct.

Action NH to create an attendance list for the next meeting.

Action MR to distribute to all members his report to GLs.

Agreed: the next meeting to be scheduled for the end of January to allow time to consider proposals for future changes to group enrolment, and to have a clear picture of impact of venue cost increases.

5. Group Leaders' Guidelines.

NJ had reviewed the previous guidelines, edited ready for review by NH who will send to the committee before the next meeting. Action: NH to distribute draft guidelines before 10th November.

6. Reserved places in groups and management of waiting lists.

Discussion took place about how to ensure inclusivity and fairness in managing group membership. Potential solutions:

- Allow only 25% of places to be reserved.
- Ask for groups with very small numbers (because they meet at the GL's home) to move to a larger venue.

- Prioritise percentage of places for new members

GLs are to be asked for their ideas, with it being made clear that this is an active issue which must be resolved, and that the status quo is not an option. Action: LH to provide a summary of the issues for NH to distribute to GLs for feedback.

7. Development of a plan which recognises and rewards GLs.

The committee expressed a strong desire to show GLs how much they are valued. **It was agreed that GLs should be given priority booking for a group of their choice.** The committee is keen to consider other rewards; this will be an agenda item for the next GLs meeting when their ideas will be canvassed. Action: NH to add to GLs meeting January agenda.

8. Timing of Open Event 2024

Correspondence had been received from one u3a member who suggested the timing of the Open Event in August excluded those looking after grandchildren in the holidays. The committee sympathised with this view but also recognised that many members go away outside the school holidays. **It was agreed to hold the Open Event in the second week of August.** Enrolment for group membership would not be available until a later date, to allow an equal opportunity for all to join. **Also agreed that assistance with membership renewal would be in the morning with the Event showcasing our groups only.**

9. Website

NJ had conducted a thorough review of the website and had uncovered 34 issues. The committee thanked NJ for his sterling work.

Action: MR to speak with George Mackley (GM) about the more serious issues.

Action: NJ to consider the issues and propose solutions. These are to be presented at a meeting with MR, GM, Mike Valliant and the website consultant, Nat.

It was felt that the website could be refreshed, particularly to reflect the wide range of activities on offer to members.

10. Finance update

- Papers had been distributed to the committee prior to the meeting. JE reported back on the meeting with Dave Smith, the independent financial advisor. Due to careful budgeting and management, the reserves are healthy enough to allow for a reduction in the membership fee. Dave Smith had suggested £30, and £15 for GLs. The lower fee could attract more members. He also suggested that associate member rates should be removed to allow for simplification. It is important that reserves do not become too large as they will be scrutinised by the Charity Commission. A decision about the membership fee will be made at a future date.
- It was agreed that a finance report would be available to the committee on a quarterly basis unless there was an urgent matter to discuss. The finances are in a good shape.
- JE requested that a paper trail is created to account for cash and cheques received for the membership fee. There can be discrepancy between the fees accounted for according to Beacon and the actual accounts. It was suggested that a receipt book should be used.
- It was noted that membership cards have to be requested through the portal.

11. Protocols for minutes and agendas

It was agreed to adopt the proposed protocols, put forward by LH (document on Airtable) to ensure a timely response to minutes and action points. It was recognised that at times it would not always be possible to meet the deadlines but that targets should be created and met whenever possible. Discussion took place about committee members' access to Airtable which had been problematic for

some. Action: DH to offer tutorial on Zoom for those who needed assistance. It was noted that a PDF format allows documents to be more accessible and more secure. More thought will be given to labelling of documents.

12. Any other business

It was agreed to consider a request that u3a affiliate to the Craven District of Sanctuary at next month's meeting. Action: LH to add agenda item and circulate any documents beforehand.

13. Date and time of next meeting

Friday, 10th November, 10.00 am. Venue to be arranged.

Signed (Chair), 10th November 2023

Appendix

Action points

Item	Who	
3b	LP, RD	Contact social prescribers and the Skipton Food Bank
3d	MR	Prepare updated report on next summer's u3a National Event at York University ready for next month's newsletter
3e	LP	Contact the College and confirm booking, cost and menu for Christmas meal
3e	MR	Organise administration of Christmas meal
3f	DH	To setup booking form,
4	NH	Arrange attendance list for next GLs meeting
5	NH	Distribute draft GL guidelines to committee before 10 th November
6	MR	Distribute his report to GLs meeting to all members.
7	LH	Summarise issues re reserved groups for NH
8	NH	Distribute summary of reserved group issues to GLs and request feedback
9	NH	Include recognition and reward of GLs to GLs' January meeting agenda
10	MR	Discuss urgent website issues with GM
10	NJ	Prepare proposal to address website issues
10	MR	Arrange meeting with GM, MV and Nat to discuss website issues
11	DH	Arrange Zoom session on Airtable
12	LH	Include Craven District of Sanctuary as November agenda item and distribute documents before the meeting