

Craven u3a

Minutes of Meeting of the Executive Committee Friday, 10th November 2023

Present:

Ronnie Dancer (RD),, 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. Apologies were received and accepted from Jacqui Eames (JSE), James Enever (JE)

2. Draft minutes of meeting held on 5th October 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.

For actions and comments from previous meeting, see Appendix A.

4. Group Leaders' Matters

NH had prepared the guidelines for GLs. **Action: MR, LP, JSE and AM to review before distribution.** Potentially these could go out next week.

GLs' reaction to Open Event will be summarised by DH for the December newsletter. **Action DH**

5. Reserved places and waiting lists.

NH had prepared a survey for GLs about reserved places and waiting lists – **Action: to be reviewed by MR before distribution.**

NH reported that the Water Colour Painting Group had issues with communication, with the resignation of the member who had been responsible for communication. No other person, including the GL had come forward to remedy this. Attendance was very low, and no venue fees had been collected. As a result, the group does not appear to be viable. It was agreed that the group would be allowed to run until the end of December, members would be asked for the outstanding venue fee and the GL would be contacted to discuss the situation., with the possibility that the group would be closed if the situation did not improve. **Action: NH to contact the GL and to email all GLs about group management.**

6. Non-attendance of group members

A member of the Calligraphy Group had signed up to multiple groups which ran concurrently. **Action: NJ to contact her to clarify which groups she would like to attend.**

7. TAT York Summer Festival

MR had signed up for the newsletter and was in touch with Margaret Fiddes Regional Trustee & national lead for the event. The Chief executive is coming to York on 27th November for a meeting at the university.

8. Craven u3a Summer Programme

LH expressed concern that there was a clash of dates with the York national event. However, the national event dates have been changed to the 18th – 20th July which means the Summer Programme can go ahead on the 25th and 26th July. **Action: LH to contact Ermysted's to book these dates.**

9. Succession Planning

AM's term of office comes to an end in 2024 a new Venue Secretary will be required. There is a physical folder with information about all venues. **Action: AM to produce role description, with required skills set, to advertise in the December newsletter.**

NJ has decided to resign from his role as Membership Secretary next year. A role description will be required. RD will consider taking on the role. The committee thanked NJ for his hard work which is much appreciated.

10. Consider proposal to support Craven District of Sanctuary

LH had received a request from the Craven District of Sanctuary for Craven u3a to affiliate to the organisation and had distributed details to the committee members. Although the committee was sympathetic to the aims, it was agreed that it was not possible to affiliate to another organisation for legal reasons and because of GDPR. **Action: LH to contact Craven District of Sanctuary.**

11. Any other business

a) Finances

£66K in the bank. All group venue charges have been received apart from the Railway Group and the Water Colour Group. £7,588 received from venue charges which is on target.

b) Beacon

In future, GLs must be able to use Beacon as an essential part of their role.

c) Attendance at groups

Next year communication needed for members to explain that they will be removed from groups if they do not attend the first three meetings without a valid reason. **Action: LP to email GLs to check members' attendance and waiting lists.**

d) Venues

Stories of Song will be held in the GL's home resulting in cancellation of booking at St Stephen's which is a saving on hire costs.

The Croquet and 10-pin Bowling Groups receive a subsidy for the venue cost, with the Croquet members also paying additional fees. Other groups such as Crown Green Bowls and Walking Netball have their costs paid in full with no additional charges other than the venue cost of £10. It was agreed that this is unfair and the u3a will meet the charge for Croquet and 10-pin Bowling and require members to pay the usual venue charge from January. **Action: AM to investigate Croquet charges and negotiate a reasonable fee.**

e) Privacy Policy

DH advised of the need to update the privacy policy. There is an issue that there is currently no function to unsubscribe from the newsletter. It should be possible to create a newsletter group to solve this. **Action: MR to email John Alexander to check.**

f) Emergency contacts

It was noted that very few members have given emergency contacts. **Action: NJ to email all members to ask them to add emergency contact on their details.**

12. Date and time of next meeting

Thursday, 14th December at 4.30 pm. Venue to be confirmed.

Signed (Chair), 10th November 2023

Appendix A

Action points from 5th October 2023

Item	Who	
3b	LP, RD	Contact social prescribers and the Skipton Food Bank: New stock of posters required. Little success with contact at Dyneley Surgery. LP will go into Fisher Surgery to discuss. Action carried forward. VR to discuss posters with JSE and to contact NHS Trust to find contact with overall authority re social prescribing.
3d	MR	Prepare updated report on next summer's u3a National Event at York University ready for next month's newsletter. Actioned. MR reported the organisers have been successful with arranging speakers and activities to produce an exciting programme.
3e	LP	Contact the College and confirm booking, cost and menu for Christmas meal. Actioned. LP will continue to liaise with Craven College. Fully booked with a waiting list.
3e	MR	Organise administration of Christmas meal- actioned
3e	DH	To setup booking form – actioned
4	NH	Arrange attendance list for next GLs meeting – for January meeting
4	MR	Distribute report to all GLs – Action carried forward
5	NH	Distribute draft GL guidelines to committee before 10 th November – see item 4 in November minutes.
6	MR	Distribute his report to GLs meeting to all members – carried forward
7	LH	Summarise issues re reserved groups for NH - actioned
8	NH	Distribute summary of reserved group issues to GLs and request feedback – see item 4 in November minutes
9	NH	Include recognition and reward of GLs to GLs' January meeting agenda – for January
10	MR	Discuss urgent website issues with GM – actioned. Some corrections and updates made. The website still needs a review and overhaul. Action: when NJ finished his review, MR to arrange a meeting: MR, NJ, GM and Nat.
10	NJ	Prepare proposal to address website issues – almost complete.
10	MR	Arrange meeting with GM, MV and Nat to discuss website issues – actioned.
11	DH	Arrange Zoom session on Airtable – actioned and found to be very helpful. LH would like a session. DH advised that changes would mean a potential cost for multiple upload rights but this might be avoided with a generic log in.
12	LH	Include Craven District of Sanctuary as November agenda item and distribute documents before the meeting – actioned. See November minutes

Appendix B

Action points from 10th November 2023

Item	Who	
3	LP, RD NJ MR MR	<p>Actions carried forward from October action points.</p> <p>Contact social prescribers and the Skipton Food Bank: Action carried forward. VR to discuss posters with JSE and to contact NHS Trust to find contact with overall authority re social prescribing.</p> <p>NJ Finalise report on website issues.</p> <p>MR Arrange meeting with NJ, GM and Nat to discuss website.</p> <p>MR Distribute his report to GLs meeting to all members – carried forward</p>
4	NH DH	<p>Distribute GL guidelines draft to MR, LP, JSE and AM for review.</p> <p>DH Summarise GLs' reaction to Open Event for December newsletter</p>
5	NH	<p>Contact GL Water Colour Painting Group to discuss situation with communication and outstanding fees and potential closure of the group.</p> <p>Email all GLs with a reminder about group management.</p>
6	NJ	Contact member to determine which groups she wishes to attend
8	LH	Contact Ermysted's to book Summer Programme
9	AM	Write Venue Secretary role description for December newsletter
10	LH	Contact Craven District of Sanctuary with committee's response
11c	LP	Email GLs to check members' attendance.
11d	AM	Check venue costs for Croquet group and negotiate with venue.
11e	MR	Email John Alexander to check on privacy policy and newsletter subscription opt-out/in
11f	NJ	Email all members to request they add emergency contacts to details.