

## Craven u3a

### Minutes of Meeting of the Executive Committee Thursday, 1<sup>st</sup> February 2024 4.30pm

#### 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), Jacqui Eames (JSE), James Enever (JE)

#### 1. Welcome and apologies for absence:

MR welcomed members to the meeting.

#### 2. Draft minutes of meeting held on 14th December 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

#### Succession Planning:

Andrew Todd (AT) has confirmed he is happy to do anything relating to membership as requested but will not rejoin the committee. Agreed: AT to be nominated as membership secretary at the AGM. DH, who has a close working relationship with AT, will represent AT on the committee, ensuring there is clear communication.

AM and JSE will cover the organisation of the monthly coffee mornings once Helena stands down unless someone else comes forward.

#### 4. Amendment to GDPR Policy, Sec 1.4 Principal 5 (MR):

Thanks to DH's daughter who advised MR on this matter. The amendment had been circulated prior to the meeting. **Action: JE to write addendum to make clear that the u3a will not advertise events or promote organisations outside the u3a.**

#### 5. Investing in Volunteers (MR):

The committee welcomed the Investing in Volunteers accreditation of the u3a.

#### 6. Fit for the Future – formation of working group (MR):

The committee discussed the impact of the potential corporate re-organisation of the u3a at national level. Opinions varied. Some members felt that the two-tier structure would make the u3a more democratic, lively and creative, with improved communication. Concerns were raised that members would be inundated with emails and there would be greater costs. MR encouraged attendance at the road show in Bradford later in February when more would be explained and discussed.

#### 7. Finance:

##### a) Update on Barclays Bank arrangements (LP):

5 card readers had been ordered. As the readers could be linked only to one phone each, it would make it impractical to share them among GLS to collect venue payments. Agreed: roving

card-holders from the committee will visit groups to take payment. The card readers will be invaluable for collecting membership fees.

The Business Deposit Cards had proved very popular with GLs. 30 had been received so far, with more on the way.

Barclays Bank might participate in a banking hub in Skipton – waiting confirmation.

**b) Update on Walking Group accounts (JE):**

JE has a meeting with Geoff tomorrow. The issue appears to have been resolved. No more payments are being made from the account, which will be closed from April 1<sup>st</sup>. Transactions will go through Craven u3a accounts, and it will be clear that monies received from the Walking Group for walking holidays will be ring-fenced.

**8. Group Leaders (NH):**

A meeting was held on January 23<sup>rd</sup>. The venue, Skipton Little Theatre, is to be commended (despite some complaints about the cold).

**a) Guidelines:**

Feedback on the survey previously distributed had been taken into account in drafting the new guidelines which will go to MR for formatting and then to GLs. The committee agreed NH's guidelines for GLs

**b) Reserved places:**

Some concern was expressed that GLs would have too much autonomy over their venues. If a small group receives a significant subsidy for the venue, then it should be encouraged to increase membership. However, the committee accepted that GLs need some discretion to operate, particularly those using their own home. It was accepted, with regret, that the Spanish Group would leave the u3a. However, it is hoped that a new Spanish Beginners Group might start up.

It will be made clear to new members at the outset that some groups are difficult to join because of limited numbers and the need for reserved spaces.

**c) GLs celebration and thank you event:**

**Action: AM and NH to organise a social event for GLs**

**d) Other GL business:**

Liz Morrison (LM) had attended the GL meeting and has written an excellent piece for the newsletter. LM would like to set up a group on the Pre-Raphaelite Painters which was welcomed. The Summer Programme might also provide an opportunity for her to promote the group.

A session for members to meet GLs might encourage more to become a GL.

A deadline is needed for groups to be decided so that venues can be booked, and the programme created.

**Action: AM and NH to create format and details for recruitment of new GLs**

### 9. Venue costs and subsidies (AM/LP):

The Croquet group charges have been resolved; members will pay a venue charge which is less than the amount they are currently paying. Agreed: increase the subsidy for the 10-pin Bowling Group. An enquiry has been made about forming a Pickle Ball Group. Sandylands can provide the venue but not the equipment.

It is likely that the Library Room in the Swadford Centre may become unavailable and groups will need to move to the Assembly Room.

The future of the Soroptomists Centre and St Andrew's Hall as venues is also uncertain. AM is exploring other options. **Action AM: Send an updated list to GLs about venues and costs.**

### 10. Craven u3a Summer Programme (LH):

Confirmed dates and venue: 25<sup>th</sup> and 26<sup>th</sup> July at Ermysted's Grammar School. The hire charge remains the same as last year. **Action: working group to meet to discuss recruitment of presenters and facilitators (LH, MR, AM, JSE, RD).** All committee members were invited to put forward ideas for recruitment of speakers.

### 11. Publicity and communications (LH):

The committee recognised the improvement in the Newsletter under the editorship of LM. It was felt that more could be done to publicise the u3a. There would be a huge benefit from having a committee member with responsibility for publicity. **Action: JE to approach LM to discuss a potential future role on the committee.**

**JSE to continue liaising with the Craven Herald.**

### 12. Any other business:

- a) NJ has been approached by a member who would be interested in joining the committee. **Action: NJ to meet the member to discuss possible future roles.**
- b) **Action DH and MR: check the proxy email system for generic email addresses is working.**
- c) **Website:** NJ has done considerable work improving the website, MR thanked him, NJ to complete the review, and after discussion it was agreed that it would go live the day after the AGM, after the necessary reviews and cost of change agreed. **Action: NJ**

### 13. Date & time of next meeting:

Wednesday, 6<sup>th</sup> March 2024, 2.00pm. Venue to be confirmed.

Signed ..... (Chair), 10<sup>th</sup> November 2023

## Appendix A

### Action points from 14<sup>th</sup> December 2023

Item	Who	
3		<b>Carried forward from October and November meetings</b>
	JSE) MR)	Email posters to MR who will organise printing <i>Still some issues with the content; Action: email to DH who will organise QR code and printing ready for 10<sup>th</sup> February monthly meeting to distribute to committee members</i>
	LP) RD)	Contact Foodbank and social prescribers <i>LP has succeeded in getting a poster displayed at the Fisher Medical Centre.</i>
	NJ	Complete report on website. <i>Almost complete. A draft of the website pages had been sent to all committee members. Some editing needed to ensure correct categories for groups. Action: NJ to liaise with JSE and DH to ensure accuracy. Deadline of 1<sup>st</sup> March set for the report to go to Nat, GM and MV New website to go live on 16<sup>th</sup> May after the AGM</i>
	NH	Finalise GLs' guidelines <i>Completed and distributed</i>
	NJ	Contact member to check which groups she wants to belong to. <i>Actioned</i>
	AM	Contact Croquet Club and group re pricing for 2024 <i>Actioned</i>
	LH	Add 'Venue costs and subsidies' to the next agenda <i>Actioned</i>
	MR	Email John Alexander to check on privacy policy and newsletter subscription opt-out/in. <i>Actioned</i>

**Appendix B**  
**Actions from meeting, 1<sup>st</sup> February 2024**

Item	Who	
3	MR DH  NJ  NJ JSE DH	<b>Carried forward from previous meetings.</b>  Re: Creation of generic poster Email poster to DH who will organise QR code and printing ready for 10 <sup>th</sup> February monthly meeting, to distribute to committee members.  Complete report on website.  Liaise to ensure accuracy of group categories. Deadline of 1 <sup>st</sup> March set for the report to go to Nat, GM and MV
4	JE	Write an addendum for the GDPR Policy
8c	AM NH	Organise GLs celebration and thank you event:
8d	AM NH	Create a format for recruitment of new GLs
9	AM	Send an updated list to GLs about venues and costs
10	LH	Organise working party to recruit presenters and facilitators for Summer Programme
11	JE	Approach LM re future role on the committee
12a	NJ	Meet with member to discuss potential future role on the committee
12b	MR DH	Check the proxy email system for generic email addresses is working.