

Minutes

Craven u3a Executive Committee Meeting

9.00 am, Tuesday, 12th March 2024 Committee Room, Bradley Village Hall

Present: Mick Richings (MR), Lesley Perkins (LP), Doug Hirst (DH), Linda Hoole (LH) Anne Macdonald (AM) *to 10.30*, Jacqui Eames (JSE) *from 9.30*

1. Welcome and apologies for absence:

MR welcomed all to the meeting. Apologies for absence were received from James Enever (JE), Nigel Holden (NH), Ronnie Dancer (RD) and Nick Jarvis (NJ) and were accepted.

2. Draft minutes from meeting held 1st February 2024:

Accepted as an accurate record of the meeting and signed by the chair.

3. Actions and any matters arising not covered elsewhere on agenda:

See appendix A below.

a) Re social prescribing:

LP had received a very positive email from Dyneley House Surgery, welcoming the contact with the u3a and offering to do a talk.

Action: LP will put Helena in touch with her about talking at a monthly meeting (August?)

The additional monthly meeting in August would also be used as an opportunity for members to re-enrol and join groups.

b) Website:

The re-vamped website is now more or less complete and ready to go. All links had been tested and it is a great improvement on the previous version. The committee expressed huge thanks to NJ who had done a massive amount of work on this.

c) Proxy emails:

All work had been completed by DH and MR. Facebook has not yet been tested as a new administrator is required. There are some issues with pay@cravenu3a... It will be deleted as an address.

d) Addendum for GDPR Policy:

The committee agreed the addendum.

4. Update on the 2024-5 Programme

5. Agreement of the Airtable venues list and associated costs and surcharge:

Airtable is now populated with information on venue costs, the surcharge for members and venue capacity. New groups usually have a surcharge of £5 to encourage membership for the first year or two. Small and large group categories will be created. There are some issues with racquetball. LP reported that no money had yet been received from this group this year.

Action: LP, DH, JSE, AM to review surcharges to ensure fairness and cost effectiveness.

The principle with venue surcharges is to meet the 75% guideline so Gift Aid can be claimed.

6. Purchase of a portable Hearing Loop:

There is an issue at St Stephen's where the hearing loop is ineffective. It was recognised that members who are not hearing impaired also have difficulty with the acoustics of other venues. It was agreed that the committee would research options for improving sound quality, including a portable hearing loop; liaison with St Stephen's re a hearing loop upgrade; and the purchase of portable microphones. **Action: AM and DH**

7. Succession planning:

NH, NJ and JE will be standing down at the AGM. AM is happy to continue in a different role and will seek nomination as Group Leaders Rep. She will be able to mentor the new Venues Secretary. **Action: LH to contact a member who might be interested in the role of Venues Secretary.**

8. AGM:

15th May 2.00 pm. Refreshments will be served before the meeting starts at 2.30pm. Draft papers are on Airtable. Next month's committee meeting will focus on the AGM.

Action: Sandra Dixon to be approached about refreshments

Action: JSE to write a piece on the programme for the Chair's report

Action: MR to ask Andrew Todd to print off labels for those who require papers by post.

9. Craven u3a Summer Programme update:

There has been a great response, with 30 talks and activities confirmed. A classroom will be used as a help hub for membership renewal rather than the hall. Publicity to reach potential new members who can enrol from the 1st July and therefore attend the Summer Programme.

10. Publicity and communications

It was agreed to have a sub-committee to look at strategies for improving publicity.

Action: LH and JSE to meet to discuss

11. Any other business:

Date for the Open Event agreed: Tuesday August 6th. Membership enrolment/renewal to take place in the morning in the Hub 10.00 -12.00. Hall to be booked from 12.00 for group leaders. No group enrolment to take place on the day.

12. Date & time of next meeting:

Monday 8th April – 3.30 pm. St Stephen's to be confirmed

Appendix A Actions from meeting, 1st February 2024

Item	Who	
3	MR DH NJ NJ JSE DH	.Carried forward from previous meetings. Re: Creation of generic poster <i>Actioned</i> Email poster to DH who will organise QR code and printing ready for 10 th February monthly meeting, to distribute to committee members <i>Actioned</i> Complete report on website. <i>Actioned</i> Liaise to ensure accuracy of group categories. Deadline of 1 st March set for the report to go to Nat, GM and MV <i>Actioned</i>
4	JE	Write an addendum for the GDPR Policy <i>Actioned</i>
8c	AM NH	Organise GLs celebration and thank you event: <i>Carried forward</i>
8d	AM NH	Create a format for recruitment of new GLs <i>Actioned.</i>

9	AM	Send an updated list to GLs about venues and costs <i>Actioned</i>
10	LH	Organise working party to recruit presenters and facilitators for Summer Programme <i>Actioned. Meeting arranged at Café Capo on 14th March at 2.00pm. Only one member had expressed interest so far.</i>
11	JE	Approach LM re future role on the committee <i>Actioned. LM has declined</i>
12a	NJ	Meet with member to discuss potential future role on the committee <i>Actioned. Member has declined</i>
12b	MR DH	Check the proxy email system for generic email addresses is working. <i>Actioned</i>

Appendix A
Actions from meeting, 12th March 2024

Item	Who	
3	AM NH	<p>Carried forward from 1st February</p> <p>Organise GLs celebration and thank you event:</p>
3	LP	Put Helena in touch with Dyneley House Surgery's social prescriber regarding a talk in August.
5	DH LP AM JSE	Review surcharges to ensure fairness and cost effectiveness
6	DH AM	Research options for making meetings more accessible to the hearing impaired
7	LH	Contact a member who might be interested in the role of Venues Secretary.
8	? JSE MR	<p>Sandra Dixon to be approached about refreshments</p> <p>Write a piece on the programme for MR to include in his report</p> <p>Ask Andrew Todd to print off labels for those who require papers by post.</p>
10	LH JSE	Meet to discuss strategies for improving publicity