

Minutes

Craven u3a Executive Committee Meeting

4.30 pm, Thursday 23rd May 2024

Soroptimists' Rooms, Skipton

Present: Mick Richings (MR), Anne MacDonald (AM), Sandra Firm (SF), Adrienne Gilchrist (AG), Kathy Amey (KA), Jacqui Eames (JSE), Doug Hirst (DH), Lesley Perkins (LP), Linda Hoole (LH)

1. Welcome and apologies for absence:

Apologies were received from John Bashall (JB).

MR welcomed all the committee. Members introduced themselves.

2. Draft minutes from meeting held 8th April March 2024:

The minutes were agreed to be a true record.

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

See Appendix A

4. Update on 2024-5 Programme:

JSE reported that there are more than 70 activities, with 17 new groups. The aim is to develop more GLs (group leaders) as some long-standing GLs step down. Groups which function as a WhatsApp group have been successful. Some groups have a programme with different presenters. Some GLs give taster sessions.

There is guidance on the national website for GLs about presentation skills and techniques.

Action: Deadline of June 1st for the programme draft to go to GLs, with the final draft approved by mid-June. Once the programme has been finalised, AM will take over from JSE as Programme Secretary.

5. Venue charges (AM/LP):

Forecast for venue costs for the coming year: £31K.

Progress has been made on deciding venue charges for members: either £5, £10 or £15 per term depending on group size and venue costs. In a meeting held before the committee meeting, it was agreed that venue charges would be reviewed in December to ensure an equitable coverage of venue costs. The aim for this year is for members to cover 75% of cost. For those in large groups where the costs are more than covered, a reduction will be considered.

Action: AM, DH, JSE and LP to meet up next week to finalise charges to members.

6. Personal hearing/loudspeaker:

DH has investigated different options and has bought a Bluetooth microphone to trial.

Action: DH to contact Vera Brearley:

SF informed the committee that grants are available to venues to upgrade accessibility, e.g. for those who are hearing-impaired.

7. GDPR re GL details on programme:

In the past the Programme has listed GLs' names and contact details. This is a public document and therefore should not contain those details. Members are expected to sign up for groups via the website and therefore do not need those details.

Action: DH to remove GLs' details from the programme.

8. Heating allowance:

Douglas Goode pointed out that GLs who run groups from their own homes are, according to the GLs' Guidelines, are entitled to claim a heating allowance.

The committee agreed that an allowance of £25 should be made available if a GL wishes to claim this.

9. Update: Summer Programme:

LH reported that the SP (Summer Programme) had had a great response from members with many groups over-subscribed. Approximately 180 members had signed up. The previous plan to publicise the event to the general public has been abandoned as the event is almost at full capacity. She has contacted Ermysted's to discuss the provision of more cups.

Agreed: if necessary, purchase more cups for the school from coffee donations.

10. Roles and responsibilities:

- Once the Programme has gone out to the membership, AM will take over the role of Programme Secretary from JSE.
- JSE to become Publicity Secretary
- AG will work with AM, to take over as Venues Secretary
- SF will work with AG on Venues
- KA will shadow and assist LP (Treasurer)
- JB to take on responsibility for monthly meetings
- MR will become GL rep
- Andrew Todd (AT) will help with membership but will not be on the committee, liaising with DH when necessary.

Action: DH to change email proxy addresses

11. Any other business:

a) Timeline and support for u3a membership and group enrolment:

The committee discussed how best to support members who struggle with IT and how to avoid congestion at the OE (Open Event) when members renewed membership and to ensure that new members were not disadvantaged in group enrolment.

Action: LH and MR to liaise with LH to arrange dates and venues for training and Help Desks for membership renewal and enrolment.

Agreed: to book the Roebuck Rooms at Skipton Town Hall during the Open Event on August 6th to use for the Help Desk for membership renewal in the morning and new member enrolment only in the afternoon. No group enrolments on that day except for new members who can enrol in one group.

Action: AG/AM to book Roebuck Rooms for the OE on August 6th, morning and afternoon.

Action: DH to organise Zoom sessions to support members with IT.

b) Next Gen Strategy Group:

LH to attend a Zoom meeting which discusses strategy to attract and support younger u3a members.

c) Beacon and Airtable Training:

Action: MR and DH to arrange training for new committee members

12. Date & time of next meeting:

Tuesday, 25th June at 7.00pm
Venue to be arranged

Appendix A

Actions from meeting 8th April 2024

Item	Who	
2	LH	Amend minutes from 12 th March <i>Actioned</i>
4	JSE/DH/ AM	Contact Vera re presentation to GLs about issues facing the hearing impaired <i>Item 6 above</i>
9	JSE/LH DH	Meet to continue with recruitment and publicity drive <i>JSE and LH to attend YAHR AGM and workshop on Raising the Profile of your AGM on June 21st.</i> <i>JSE has drafted publicity brochure, will appear on Dry Stone Radio</i> Further actions: SF to investigate social media

Appendix B

Actions form meeting 23rd May 2024

Item	Who	
3	SF	Investigate social media
4	JSE/DH/ AM	Deadline of June 1 st distribute draft programme to GLs Mid-June final draft prepared
5	AM/DH JSE/LP	Meet to finalise venue charges to members, week commencing 27/5
6	DH	Contact Vera re microphone and presentation to GLs
7	DH	Amend programme to remove GLs' contact details
10	DH	Change proxy email addresses
11a	MR/LH	Liaise re dates and venues for Help Desk and training for membership renewal
	AM/AG	Book Roebuck Rooms for OE
	DH	To support members with IT via Zoom sessions
11c	MR/DH	To arrange Beacon and Airtable training for new committee members