

Minutes

Craven u3a Executive Committee Meeting

3.30 pm, Monday 8th April 2024

St Stephen's, Skipton

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

In attendance as observer: John Bashall (JB)

1. Welcome and apologies for absence:

Apologies were received from Ronnie Dancer (RD)
MR welcomed all to the meeting and introduced JB who is interested in joining the committee

2. Draft minutes from meeting held 12th March 2024:

These were accepted but with an amendment to the post-meeting note which had stated incorrectly that AM was present. The appendices had not been labelled correctly. **Action: LH to correct.**

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

See Appendix A for items not covered by the agenda

4. AGM:

MR reported that most documents are ready and will be received by email or by post by the 17th April and will be uploaded to the website. Documents will be emailed to committee members for a final check. The financial statement needs updating and will be sent to MR by the end of the week. It was noted there is no legal obligation for a financial report to be distributed.

5. Update on 2024-5 Programme:

JSE reported that there were not many new groups next year. Most GLs have got back to her. The emphasis is on encouraging group members to contribute to the running of the groups and to make presentations. This already occurs in the Railway Group, Geography Forum and Stories of Scientists and Literary Lives. The Whatsapp groups such as Sunday Lunch, Bus Pass and Culture Vultures have been very successful.

(NH left the meeting at 4.30pm)

AM has costed all group venues which are expected to cost £21,857, based on current information. There is a carry forward cost of £3654 from last year.

There was some discussion about whether the sessions for indoor groups should continue beyond April which is when groups finish for the year. In fact, many groups do continue with members paying for the venue themselves.

6. Group Leaders' Celebration/Thank you event:

It was agreed to hold this in September this year, combining it with the first GLs meeting. Possible venues to be explored.

7. Finance update:

- a) Quarterly finance review
- b) 24/25 budget & cash
- c) 23/24 group venue charges

JE reported that finances are very healthy with £54.5K in the bank, compared with £26.9 last year. Once accruals had been accounted for, it is expected the bank balance will be £48. Costs had been over-estimated by 30% and income under-estimated by 20%. New members had generated £5K, plus gift aid, and venues £9K. There had been no capital expenditure. AM was thanked for her great work on venue costs.

It was agreed to reduce the membership fee to £25, to £20 for associate members and to £15 for group leaders.

The strategy for the future is to gradually make all groups self-funding which is the national **u3a** model. Venue and bookings will be managed by the committee so that GLs do not have the financial risk.

The committee thanked JE for the huge improvement in the u3a finances.

8. Craven u3a Summer Programme:

The programme is now complete and ready for publication. It was agreed to advertise to non-members who would pay an additional £3. This would be refunded if they joined the u3a at the event. Those who do not have email will receive the programme with the papers for the AGM by post.

9. Publicity and communications (meeting notes on Airtable):

JSE, DH and LH had met to discuss ways of recruiting more members. It was recognised that this is a huge task and would benefit from a committee member focussing solely on this. However, given the difficulty in recruiting committee members this would be covered by a small team in the meantime. JSE had already done a lot of research. The team will meet again to check on progress and further action.

10. Any other business:

a) Newsletter:

DH had set up a poll to unsubscribe from the newsletter on Beacon. It had been tested and works. Members can unsubscribe themselves on the membership portal.

b) Issues with the website:

The website had gone down. If there was no positive response from Wordpress, we will go with the dummy website. A meeting has been arranged with Nat on Friday to resolve issues. If the dummy website is used, a new website address will be required. DH will be reimbursed any costs involved.

c) Card Readers:

LP had brought the card readers to the meeting to distribute. Due to lack of time, they have been given to DH who will test the process.

d) Thanks:

MR thanked those committee members who had announced they were standing down for their hard work and contributions: JE, NH and NJ.

e) Coffee morning:

Saturday, 13th April

11. Date & time of next meeting:

AGM on 15th May, St Andrew's Church Hall at 2.00pm.

Appendix A

Actions from meeting, 12th March 2024

Item	Who	
3	AM NH	Organise GLs celebration and thank you event: <i>See item 6 on the agenda</i>
3	LP	Put Helena in touch with Dyneley House Surgery's social prescriber regarding a talk in August. <i>Actioned</i>
5	DH LP AM	Review surcharges to ensure fairness and cost effectiveness <i>LP, DH and JSE had met after the meeting on 12th March. JSE had contacted Racket Ball and Floral Art to advise that the venue cost would increase next year to £20, either because the venue was very expensive or the group was too small. This was ratified by the committee at the current meeting. AM</i>

	JSE	<i>expressed concern that the choice of venue should allow for inclusivity, and costs could be subsidized by the Derek Woolley Fund if appropriate.</i>
6	DH AM	<p>Research options for making meetings more accessible to the hearing impaired</p> <p><i>DH had shared his research into portable speakers and microphones which would cost about £80 each. This is a potential option. In the meantime, AM is waiting to hear from venues who had been approached, asking them to upgrade their hearing loops. St Stephen's has already agreed to do so. Decision to be carried forward.</i></p> <p>Action MR: Contact Vera about doing a presentation to GLs about issues faced by the hearing impaired.</p>
7	LH	<p>Contact a member who might be interested in the role of Venues Secretary.</p> <p><i>Actioned. No response had been received.</i></p>
8	AM JSE MR	<p>Sandra Dixon to be approached about refreshments</p> <p><i>Actioned. Sandra is happy to provide refreshments.</i></p> <p>Write a piece on the programme for MR to include in his report</p> <p><i>Actioned</i></p> <p>Ask Andrew Todd to print off labels for those who require papers by post.</p> <p><i>Actioned</i></p>
10	LH JSE	<p>Meet to discuss strategies for improving publicity</p> <p><i>Actioned. See agenda item 9</i></p>

Appendix B

Actions from meeting 8th April 2024

Item	Who	
2	LH	Amend minutes from 12 th March
3	MR	Contact Vera re presentation to GLs about issues facing the hearing impaired
9	JSE/LH DH	Meet to continue with recruitment and publicity drive