

Minutes

Craven u3a Executive Committee Meeting

6.45 pm, Tuesday 25th June 2024

Soroptimists' Rooms, Skipton

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

1. Welcome and apologies for absence

MR welcomed all the meeting. John Bashall has resigned as a committee member and is therefore no longer a trustee. MR has notified the appropriate authorities.

2. Draft minutes from meeting held 23rd May 2024

The minutes were accepted as a true record with one exception. SF had not offered to research Facebook. **Action: LH to amend minutes.**

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

See Appendix A

Action: DH and LH to research FB options.

4. Update on 2024-5 Programme

MR thanked the team involved in organising the 24-25 Programme for doing a fantastic job and congratulated them on producing an excellent programme.

Programme complete and ready for publication. 100 copies to be printed. **Action JSE**

5. Open Event

- Rooms have been booked at the Town Hall. JSE has decided that new groups will be placed in The Hub – e.g. Jazz Improvisation.
- New signs have been ordered for groups from Craven Stationery, and signage will be on display outside the Town Hall, advertising the event.
- There will be a suggestion box for members to suggest new groups and interests.
- SF will stand outside to encourage public to come in.
- **Action: JSE to email GLs (Group Leaders) about their intentions re attendance**

6. Membership renewal and recruitment

Members can renew/new members join from July 1st via the website.

Action: MR to contact George Mackley (GM) and Mike Valliant (MV) re updating website.

7. Group Leaders

a) Celebration Event

Already agreed to be held in late September. Format not yet decided. GLs to be asked which time of day suits them best at the GL meeting in July.

b) GL meeting 16th July

Action: MR to contact GLs to ask for agenda items

Agenda items to include Beacon training (DH)

8. Next Gen Strategy Group

LH had attended an exploratory meeting on Zoom. It had been interesting, with ideas about attracting younger members, particularly being aware of their interests. LH keen to participate in the Strategy Group.

9. YAHR AGM and workshop: feedback

It had been worthwhile attending although JSE felt not enough time for the workshop. LH had circulated notes from the meeting, with suggestions for future discussion at committee meetings.

10. Publicity

JSE had circulated her article for the Craven Herald. **Action: LH to edit prior to publication.**
It was agreed that the 4 page promotional leaflet should be printed by EP Printers who would produce a professional product.

Gargrave Village Hall is keen to promote the u3a and will take publicity material. It was suggested that the u3a should have a presence at local events.

11. Any other business:

a) Skipton Step into Action (SSIA)

AG had been approached by SSIA about a possible relationship with the u3a. SSIA provides volunteers to support and befriend those isolated in the community. SSIA service users could benefit from the u3a, in terms of u3a activities, and potential volunteers and the u3a could benefit from new members. It was agreed to explore this further, with a potential piece in the newsletter and an invitation to SSIA to present at a monthly meeting. **Action: AG to contact SSIA to discuss.**

Discussion continued about supporting those with dementia. **Action: LH to contact the Alzheimer's Society to explore the way forward.**

b) Date of carol service

Albert Bonham is organising. It is anticipated it will be the 12th or 13th of November. **Action: MR to confirm with Albert.**

c) Pending payments for membership renewal

LP asked if she should use the pending payments function on the ledger for membership renewals. It was agreed that added an unnecessary layer of work and did not need to be used.

12. Date & time of next meeting: Friday, 2nd August 10.00 am. Venue to be confirmed.

Appendix A

Actions from meetings 23rd May 2024

Item	Who	
4	JSE/DH/ AM	Deadline of June 1 st distribute draft programme to GLs Mid-June final draft prepared <i>Actioned</i>
5	AM/DH JSE/LP	Meet to finalise venue charges to members, week commencing 27/5 <i>Actioned</i>
6	DH	Contact Vera re microphone and presentation to GLs <i>Actioned</i>
7	DH	Amend programme to remove GLs' contact details <i>Actioned GLs' contact details to be available to members only on Beacon and not visible on website to public</i>
10	DH	Change proxy email addresses <i>Actioned</i>
11a	MR/LH	Liaise re dates and venues for Help Desk and training for membership renewal <i>On-going</i>
	AM/AG	Book Roebuck Rooms for OE <i>Actioned</i>
	DH	To support members with IT via Zoom sessions <i>Zoom sessions offered but no one interested</i>
11c	MR/DH	To arrange Beacon and Airtable training for new committee members <i>To be arranged</i>

Appendix B

Actions form meeting 25th June 2024

Item	Who	
2	LH	Amend draft minutes to remove Facebook action for SF
3	LH/DH	Research viability of internal and external FB page
4	JSE	Arrange publication of hard copy programme
5	JSE	Email GLs about attendance and requirements at Open Event
6	MR	Email GM and MV about amending website to allow membership renewal from July 1st
7b	MR	Email GLs to ask for agenda items for July 16 th meeting

10	LH	Review JSE's article
11	AG	Contact SSIA re article and monthly meeting
11a	LH	Contact Alzheimer's Society
11b	MR	Contact Albert Bonham re Christmas Carol service

DRAFT