

## Minutes

### Craven u3a Executive Committee Meeting

10.00 am, Friday, 30<sup>th</sup> August 2024, Bradley

**Present:** Mick Richings (MR), Lesley Perkins (LP), Jacqui Eames (JSE), Doug Hirst (DH), Linda Hoole (LH), Sandra Firm (SF)

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

Apologies were accepted from Anne MacDonald (AM), Adrienne Gilchrist and Kathy Amey (KA)

**2. Draft minutes from meeting held 2<sup>nd</sup> August 2024:**

Minutes were accepted as a true record.

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

See Appendix A

**4. Feedback on Open Event:**

There was a good buzz to the event, with new members signing up. The manager of the Town Hall was concerned about queuing in the afternoon. Problems were resolved with additional committee members in the Roebuck rooms to help with new members and enrolment. There was an unfortunate ambiguity in the publicity and some members thought they could enrol in person at the Town Hall on the following day.

It was agreed to have a new format next year, using the main hall all day, with the Hub in the morning. The proposed format is to hold the Open Event in the morning, with the Hub available for membership renewals/new members. GLs should take details in the morning of those who want to join their groups and cannot do this online. The main hall will be used in the afternoon for membership and group enrolment. The space should remove queues as there will be a large waiting area. Agreed date: Tuesday, 12<sup>th</sup> August 2025.

**Action: SF to contact the Town Hall to book the rooms**

**5. Feedback on membership: renewals and new members:**

- 146 outstanding renewals
- 128 new and lapsed members
- 890 members for 24-25

Those members who have not renewed but have enrolled in groups will be indicated in red and will be contacted about renewing membership.

It was agreed to have two campaigns to encourage new members/renewals:

1. Post-Christmas, with the half-year membership fee set at £15.
2. Easter, 'Step into Summer' to promote summer groups such as croquet and crown green bowls.

It was agreed to promote the u3a at the various local Christmas Fairs in 2024 and spring/summer village shows in 2025. JSE to organise.

**Action: JSE to draw up schedule of potential events for a publicity drive.**

## **6. Group Leaders' Celebration Event:**

It was agreed to hold a celebration cream tea for group leaders.

1<sup>st</sup> choice venue: Champions' Church

2<sup>nd</sup> choice venue: St Stephen's

1<sup>st</sup> choice date: Thursday, 26<sup>th</sup> September

2<sup>nd</sup> choice date: Wednesday 25<sup>th</sup> September

The event is to start at 2.30 pm. Once the venue and dates confirmed, MR to send out RSVP invitations.

**Actions: SF to contact venues, MR to send out invitations.**

**Action MR to organise thank you cards.**

## **7. Monthly meetings:**

A meeting to be held with monthly meeting organisers on 23<sup>rd</sup> September at 2.00pm to discuss how to go forward.

## **8. Asset Inventory (table tennis table):**

DH has uploaded an inventory to Airtable. This will be filed under 'useful files'.

**Action: LP to review, contact asset holders and manage the inventory.**

A request had been received from Sandylands for an additional table tennis table to be purchased by the u3a. As Sandylands charges for the use of tables, including the 2 already owned by the u3a and lent to Sandylands, it was felt this request should only be considered if Sandylands reviewed their charges.

**Action: LP to contact Sandylands to discuss a way forward.**

## **9. Any other business:**

### **a) Vice-Chair of national u3a committee:**

MR had voted for Margaret Fiddes on behalf of the u3a. It was felt she was an excellent candidate.

**b) Website anomaly:**

It was agreed to remove a form on the website for prospective members. The form had allowed prospective members to join without paying a fee, and allowed members to join groups. Beacon cannot accommodate 'prospective members' without allocating a membership number.

**c) Share Skipton's Library of Things Opening Event:**

MR and LH will attend the opening event on September 7<sup>th</sup> at 48 Newmarket Street, from 10.00 to 11.00 am.

**d) Venue booking:**

SF will use a dedicated laptop to digitise the details of venues, charges and group use. A form will be made available to all GLs to request venues, with their specific requirements.

**Action: DH to set up a proxy email for the Venues Secretary.**

**e) East Riddlesden Hall volunteers:**

It was agreed that an article is to be included in the next newsletter, advertising the request for National Trust volunteers at East Riddlesden Hall.

**Action: LH to provide copy. She will contact and request a speaker for a monthly meeting from the National Trust or Friends of East Riddlesden.**

**10. Date & time of next meeting:**

27<sup>th</sup> September, 10.00 am at Sandra's home, 10 Higher Raikes Rd., Skipton BD23 1FG

**Appendix A**

Item	Who	<b>Actions from committee meeting 2.8 .24</b>
2	LH	Bring cool box and bottled water to Open Event <i>Actioned</i>
7	MR	Contact Helena re refreshments on 10 <sup>th</sup> August coffee morning <i>Actioned</i>
8	MR	Contact Andrew Todd re address labels <i>Actioned</i>
9	LH	Organise survey of membership about Facebook <i>Following consultation with DH, survey to be sent out via Beacon, using Airtable.</i>
11b	LH	Approach member about heading up refreshments team

		<i>Not actioned. Meeting arranged for 23<sup>rd</sup> September with the organising team by JSE and MR</i>
11d	DH	Email GLs re use of portable microphone. <i>Noted that James Enever had gone ahead and bought a microphone for the Geography Forum. To be actioned in September</i>

### Appendix B

Item	Who	<b>Actions from committee meeting 2.8 .24</b>
11d	DH	Email GLs re use of portable microphone
Item	Who	<b>Actions from committee meeting 30.8 .24</b>
4	SF	Contact Town Hall re Open Event 2025
5	JSE	Draw up schedule of potential events for publicity drive: winter 2024 and spring/summer 2025
6	SF MR	Contact potential venues for GLs' Celebration Event, liaise with MR Send out invitations to GLs and organise thank you cards
8	LP	Review and manage asset inventory Contact Sandylands to review charges and discuss table tennis table purchase for future consideration
9d	DH	Set up proxy email for venue secretary
9e	LH	Provide copy for newsletter re volunteer request Contact East Riddlesden for monthly meeting speaker