

## **Craven u3a Executive Committee Meeting**

**5.00 pm, 3<sup>rd</sup> July 2025**

**St Stephens**

**Present:** Mick Richings (MR), Anne MacDonald (AM), Linda Hoole (LH), Lesley Perkins (LP), Sheila Thompson (ST) Sandra Firm (SF), Adrienne Gilchrist (AG)

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

There were no absences. See item 2 below.

### **2. Community WhatsApp:**

Doug Hirst (DH) had been invited to attend to present his ideas for a more efficient use of WhatsApp for group leaders. Unfortunately, he was unable to attend.

### **3. AI Training feedback:**

MR reported that the training had been useful and thought-provoking.

- There are many free providers of AI so do not sign up to fee-paying providers
- Due diligence is required when using as a source: do not assume it is correct.
- AI provides a better search engine than Google and can be a useful tool.
- MR to present to GLs (group leaders)
- MR to attend another workshop

### **4. IT training and support:**

To clarify: this relates to Airtable.

SF and AM have found DH's support invaluable. SF finds it enabling and efficient at providing information. The main issue is conversion of information (i.e. the programme) into a PDF format.

MR has contacted DH, Andrew Todd, George Mackley and Mike Valiant who are all willing to continue in their various support roles with Airtable, Beacon, and the website.

### **5. Draft minutes from meeting held 27<sup>th</sup> May 2025:**

Agreed to be a true record.

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

See Appendix A below.

### **7. Finance Update:**

- No bills outstanding
- Gift Aid has been received
- Some members had already paid membership fees in June for the new year. MR will contact them to clarify the level of fees they should have paid and make appropriate transfers in the ledger.
- LP to assign printing costs to appropriate cost centre: e.g. Summer Programme and Open Event.

Financial decisions on spending are approved at committee level. However, there are occasions when sundry items are purchased such as tea, coffee, items for events.

The appropriate level to delegate spending authority to committee members was discussed. £50 seemed reasonable.

**Action: LP to check the Finance Policy and circulate to the committee.**

## **8. Group Leaders' meeting:**

Date of 21<sup>st</sup> July had been circulated and GLs asked for agenda items. The following had been received:

- 40<sup>th</sup> Anniversary Celebrations: 3 Way Walk
- Issues with emails
- Membership and group enrolment

**Action: LH to organise refreshments.**

## **9. Summer Programme:**

170 members signed up so far. The surplus is currently £390; it includes only the venue cost. Several groups were full. It was felt there was no need to advertise further. Several members had offered to help on the day with refreshments and signposting.

LH will email all participants prior to the event to remind them to bring change for refreshments (and offer cakes).

## **10. 40<sup>th</sup> Anniversary Celebrations**

### **a) Quiz Feedback:**

Overall a success with 67 members signed up. The venue received lots of praise as did the refreshments. It is hoped to repeat the event next year. The event made a small surplus.

### **b) Treasure Trail 8<sup>th</sup> August:**

Tried and tested by AG, MR and ST, with appropriate tweaks. Start times staggered between 2.00 and 2.30 from Royal Shepherd. Advertising: newsletter, email and at the Summer Programme. £1 charge per entrant, suggest teams limited to 4. Agreed: cost of barbecue to be subsidized to attract custom with a potential deficit of £40 - £80 depending on numbers attending.

## **11. Open event 12<sup>th</sup> August:**

Organisation well advanced: posters printed and delivered to various venues and to be distributed to GLs at July 21<sup>st</sup> meeting. AM and SF will go to the Town Hall to discuss table layout. Signage organised. AM will ensure plenty of water available. It is hoped that extended booking of hub and the hall will avoid congestion caused by members renewing.

So far, 26 GLs have confirmed attendance.

The committee will meet for a 'huddle' nearer the time.

**Action: LH to write piece for the Craven Herald**

## **12. Membership renewal and group enrolment:**

Opportunities for members to **renew membership with assistance:**

- Saturday, 12<sup>th</sup> July at the coffee morning, Champions Church before the speaker
- 17<sup>th</sup> July, 10am – 12pm, Holy Trinity Church café. TBC
- Thursday, 24<sup>th</sup> and Friday 25<sup>th</sup> July at the Summer Programme (morning only)
- Saturday, 9<sup>th</sup> August, Champions Church (booked 10.00 – 13.00)
- Saturday 16<sup>th</sup> August, Champions Church (booked 10.00 – 13.00) – **will include group enrolment**

Payment methods: those using BACs will be asked to email LP and DH to confirm payment made.

**Action: MR to email membership with dates.**

**13. Venues update (Soroptimists):**

Soroptimists is up for sale and will give 3 months' notice to quit. This will affect Mah Jong and French. An alternative venue is required.

**Action: SF to investigate alternative venues.**

**14. Any other business:**

None

**15. Date and time of next meeting:**

4<sup>th</sup> August at 5.00pm. Venue to be confirmed.

**Appendix A**

Item	Who	Actions from committee meeting 15 <sup>th</sup> April
12	MR	Investigate suitable IT equipment for Birdwatching needs:  MR has contacted Jacqui Eames to arrange a meeting at the venue to check if current equipment is fit for purpose and, if so, to discuss training on how to use it effectively.  <i>Still waiting a response from Jacqui. No equipment to be purchased without an investigation into current equipment. To contact again</i>
Item	Who	Actions from committee meeting 26 <sup>th</sup> May
3	LH	Draft amendment to AGM minutes re query about the financial statement.  <i>Actioned, uploaded to website.</i>
6	MR	Write piece for newsletter inviting members with IT expertise to come forward with possible co-option to the committee.  <i>Not actioned. See item 4.</i>  Contact YAHR re support for Beacon  <i>Carried forward.</i>
	LH	Send out Doodle poll re IT training to committee members and Doug.  <i>Actioned. No date found yet. This may not be necessary.</i>
7	SF	Change booking at Town Hall – 11.00 – 13.00 main hall and 10.00 – 4.00 Hub  <i>Actioned.</i>
	AM	Order 100 copies of the programme

	LH	<i>Actioned.</i> Agenda item for July meeting: help with enrolment and renewal dates <i>Actioned</i>
	MR	Send out guide to members on renewals and group enrolment – email and on website <i>Actioned</i>
8	SF	Book venue for new GLs meeting: July 21 <sup>st</sup> at St Stephen's: 10.00 for 10.30 am. <i>Actioned</i>
10	AM	Contact Damian re clarification of cancellation policy at Sports Hub <i>Actioned and cancellation policy received.</i>

### Appendix B

Item	Who	Actions from committee meeting 3 <sup>rd</sup> July
7	LP	Check Finance Policy and circulate to committee members
8	LH	Organise refreshments for GLs' meeting 21 <sup>st</sup> July
11	LH	Write piece for Craven Herald about the Open Event
12	MR	Email membership with dates for renewal
13	SF	Investigate alternative venue for groups using Soroptimists