

## MINUTES

### Craven u3a Executive Committee Meeting

4.30 pm, 26<sup>TH</sup> November 2025

Sandra's House, Skipton

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

**In attendance:** Wendy Brown (WB) as observer

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

No absences.

#### 2. Draft minutes from meeting held 14<sup>th</sup> October 2025:

Accepted as a true record. Appendix B actions were carried forward from the previous meeting and not the 3<sup>rd</sup> August.

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

See Appendix A:

#### 4. Finance Update:

The latest financial statement had been circulated prior to the meeting.

- Projected outturn: reserves forecast to be about £55,000 by the end of the year, down from £85,000 at the end of the last financial year. This puts us in a comfortable position and reflects the reduction in membership fees.
- Group Leaders (GLs) to be congratulated on efficiency in collecting venue charges from members.
- Committee members reminded to complete expenses form as well as providing receipts

#### 5. Website Update:

MR met with George Mackley who has contacted Nat from Yorkshirenet re changes to the website in how the programme will be displayed and used, which will enable a direct link to provide information on individual groups rather than a list of groups and their details, making it more user-friendly. This will be similar to the Ilkley u3a website. It is hoped that a dummy website will be ready for trial December.

The committee discussed the need to replace AirTable as a database and to move to a less clunky and more accessible platform, Share Point, Google and Dropbox were suggested as possible alternatives. It was agreed to create a working party to investigate (MR, ST, AM and LH) and to enlist professional expertise in developing a database. **Action: MR to contact Nat to arrange a meeting.**

The committee is mindful of the need to action this asap as programme planning will begin in early 2026.

## **6. Group Leader Meeting Feedback:**

Attendance had been low with apologies given, often giving illness as the reason. The meeting had gone well, with positive discussion about:

- a) The change in enrolment into groups. GLs would not be able to enrol members before the 12<sup>th</sup> August, the day after the Open Event on 11<sup>th</sup> August. This is to prevent GLs being put under pressure to enrol them early. Special arrangements would be made to ensure essential helpers would be enrolled as a priority, with GLs enrolled on one group of their choice.
- b) The Accessibility Policy presentation
- c) Proposed new programme layout, well received.
- d) Podcasts, with one played, agreed it was something to be pursued.

There had also been an interesting discussion about AI and how GLs used it.

It was agreed to try a new format for GL meetings: they would have more of an interactive workshop/discussion focus. Information that is usually presented to GLs at the meeting would be distributed beforehand as a newsletter, with reference to relevant committee discussions and decisions.

A lunch time meeting with refreshments would be trialled, between 12.00 and 2.00pm to gauge if better.

## **7. YAHR workshop feedback:**

AM and LH had attended the YAHR workshop on November 3<sup>rd</sup>.

- a) The focus had been on AI. It was agreed to offer members an insight into AI, its advantages and disadvantages by arranging a speaker on AI – at the AGM. See also item 12c) below.
- b) Another issue raised was the proportion of committee time spent on strategy and operational matters in meetings and what was the ideal balance. The committee recognised the need to spend more time on strategy and that arranging a half day to strategic matters would be of benefit. (See item 5 above. A working party looking at IT will go ahead.)

## **8. Accessibility Policy:**

The policy and role description for Accessibility Officer were agreed. Feedback from the GLs' meeting was positive. Caveat is that we are not a service provider but are mindful that we should do all we can to be inclusive, given the limitations of some of our venues.

**Action: LH to write piece for newsletter, inviting interest in Accessibility Officer role and that the policy has been adopted.**

## **9. Equipment Purchase (microphones/projectors):**

- There had been some issues with projection at the Swadford Centre. This could be resolved with the purchase of an HDMI cable. **Action: SF to buy**

- LP will try out portable speaker and lapel microphone. **Action: LP to ask Doug Hirst to buy more if successful and if required.**
- SF no longer needs the u3a laptop and will pass on to AM.

## **10. Carol Concert:**

- All arrangements in place, thanks to Albert Bonham and Kenneth Jackson.
- **Action: AM and LH to liaise re purchase of mulled wine and mince pies.**
- **Action: LP to find invoice from last year re quantities.**

## **11. Any other business:**

### **a) Film Night:**

- A team effort has got this underway. SF and LH had been to Gargrave Village Hall to meet projection team. Some of them will be at the Hall on Friday to set up.
- LH had circulated notes on how to operate projection equipment. It is time-consuming so **important** committee is there promptly at 4.00pm to help set up.
- Food ordered for 45. Only payment from 33 received so far. LP to speak to Jacqui about payment.
- **Agreed to pay £150 Cine North licence, although this had not been made clear by Gargrave Hall at the outset.**

### **b) Items for future agendas: succession planning, annual timeline:**

LH had distributed a draft timeline template for committee members to complete and return. It is not yet known how this information will be stored; this will depend on the database development. **Action: all committee members to complete if relevant and return to LH for collation.**

### **c) AGM:**

In 2026, only questions submitted before the AGM will be responded to at the meeting. It is anticipated that in 2027 voting will take place online, with arrangements in place for those without the technology to have a postal vote. There will be a face-to-face AGM to allow members to meet the committee, to enjoy a speaker and a social event.

The AGM will be held on May 12<sup>th</sup> 2026. **Action: SF to book.**

The meeting will include a speaker. **Action: MR to arrange a speaker on AI**

### **d) Online Safety:**

LP reported that the Third Age Trust Zoom meeting 'Staying Safe on the Internet' had been excellent, with the opportunity for questions. **It was agreed to promote the next one to members with more publicity.** It is likely to be repeated in April 2026.

### **e) Saturday coffee mornings:**

John and Joan Hughes have been stalwart volunteers at the Saturday coffee mornings. Joan is now stepping down as refreshment organiser; the committee would like to thank Joan for

her huge contribution to the success of the coffee mornings. No one has come forward to take her place. **Action: AM to thank Joan on behalf of the committee and to write a piece for the newsletter.**

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

4pm, January 13<sup>th</sup> at Linda's house, Bradley.

**Appendix A**

Item	Who	Actions from committee meeting from previous meeting
3		<p><b>Re Film Event</b></p> <p>MR Email all members regarding the Film Event 28<sup>th</sup> November:</p> <p>SF Liaise with Jacqui to check film projection equipment before the event</p> <p><i>Both actioned. See Agenda item 11a..</i></p>
5	LH	<p>Circulate Accessibility Policy and related documents to all committee members</p> <p><i>Actioned. See item 8</i></p>
6f)	SF	<p>Book the Hub at Skipton Town Hall for day after Open Event.</p> <p><i>SF had not had a reply from the Town Hall. If unavailable, she will book the education room from 9.00 to 1.00. The event (to assist group enrolment) will be advertised to members as starting at 10.00.</i></p>
6g)	MR	<p>Email all members who have not yet renewed, reminding them of the deadline of 31<sup>st</sup> October.</p> <p><i>Actioned. Now 1007 members. Andrew Todd has categorised non-renewals as lapsed members.</i></p>
6h)	MR	<p>Action re 2 hour wait at St Stephen's on Wednesday</p> <p><i>Action carried forward.</i></p>
7c)	MR	<p>Email GLs re meeting on 15<sup>th</sup> November</p> <p><i>Actioned</i></p>
7d)	SF	<p>Book kitchen to prepare mulled wine for Christmas Carol Concert 10<sup>th</sup> December</p> <p><i>Actioned</i></p>

## Appendix B

<b>Item</b>	<b>Who</b>	<b>Carried forward actions from committee meeting 14<sup>th</sup> October</b>
6h)	MR	Action re 2 hour wait at St Stephen's on Wednesday between sessions.
<b>Item</b>	<b>Who</b>	<b>Actions from committee meeting 26<sup>th</sup> November</b>
5	MR	Arrange a meeting with Nat, George, AM, LH, ST to discuss alternative platforms to AirTable.
8	LH	Write piece for newsletter re Accessibility Officer role and outlining key points of Accessibility Policy.
9	SF/LP	Arrange purchase of HDMI cable and, if relevant, portable speaker and lapel microphone.
10	LH/LH	Liaise re purchase and serving of mulled wine
	LP	Find invoice from last year re quantities.
11b	All	Complete timeline draft distributed by LH
11c	SF	Book Town Hall for AGM 12 <sup>th</sup> May 2026.
	MR	Book speaker on AI
11e	AM	Write piece for newsletter to thank Joan Hughes and ask for volunteers to run refreshments at the Saturday coffee morning.