

St Austell u3a Committee Meeting
Thursday 30th September 2021 – 9.30am
Venue: St Austell Arts Centre

Present: Chris Scott, Jan Badger, Lucinda Davison, Ann Smith (Part), Jenny Skipp, Chris Crane, Maryanne Thomas, Carol Folley (Minutes)

1. Apologies for Non-Attendance

Sharon Wood

2. Election of Chair for the Committee Meeting

LD unanimously elected as Chair for the meeting.

3. Approve the Minutes of the Last Committee Meeting

Approved and signed off by JB and CS

4. Matters Outstanding from Previous Minutes

CS to speak to the Air Ambulance about P.A.T. testing
All other matters are on the Agenda.

5. Co-opting Committee Members – JB

Joan Hooper has agreed to be a floating Committee Member, JB proposed, CS seconded, all agreed. JB asked CS if Co-opted Committee Members become trustees upon joining the Committee or when they were elected at the next AGM, CS not sure. **Post Committee follow up – JB contacted National u3a and they confirmed that Co-Opted Committee Members automatically become Trustees. JB to ask Joan to fill out the Trustee Declaration form and to let Joan know where to access the Trustee Information Pack and Video**

6. Financial Update – CS

CS handed out copies of the Balance Sheet dated as of 29th September 2021. The Main account is healthy. 13 new members. Prepaid cards £560+ so far. Monies out: Zoom, rent £400+ plus office and rooms monthly. All agreed account is healthy. CS said we should keep 6 months, not more, in hand. More income, more members. Lockdown reduced outgoings. Need to look at next year's subscription. Gift Aid was discussed as a possibility as u3a is a charity and therefore should be ok to include to raise additional funds. This might allow for annual subscriptions to be lowered. JB asked if members would have to sign up for Gift Aid at the same time as renewing membership or joining. CS said Gift Aid would have to be investigated first. AS felt that many members might not understand or agree to Gift Aid. She thought 75% members would probably be ok but a few not so. CS agreed £20 annual subscription next year. The Prepayment Cards would possibly cover rents. JB informed CS that the Table Tennis Group have £50.00 worth of bats paid for by St Austell u3a, spend authorised by Dennis R

7. Social Events Sub-Committee Update – JS

JS had attended the Social Events Sub Committee meeting as their new Treasurer and passed JB a copy of the minutes. The Social Events Team plan to restart events from March 2022 and start ticket sales from January 2022. JS was surprised to find that as of March 2021 the TAM Account was holding £3,342.23p. JS told us the Team had definitely made a

profit, but she felt there was too much in the account. JS suggested that the amount held be cut to £2,000.00 and the rest transferred into the Main Account. Agreed by the Committee. JS plans to go to next meeting in October and every 2/3 months. JS also felt it better to keep the account separate and not merge. All agreed.

8. Review of our Safeguarding Policy – JB

JB said that the National policy had not changed so sensible to keep ours as it is, just re-date and amend review date. JB reminded the Committee that should a safeguarding incident arise, two Committee Members were needed to decide whether to refer the matter on, JB and SW were currently covering. JB asked for a third volunteer in case absences needed to be covered, JS volunteered. LD who is the new Outreach Group Leader is also familiar with Safeguarding protocols. CC to upload policy to our website.

9. Correction to the Constitution – JB

JB had noticed that the Charity Registration Number on the constitution was incorrect, this has now been amended and the corrected version uploaded to the website

10. Key Holders – CS

CS had attempted to trace all those who held a front door key. He had spoken to Jonathan A and PB. Additional keys were expensive and required authority to copy. Discussion on who needed a key for the office. MT said she probably would. CS emphasised the importance of keeping the office door locked when not in use. Confidential information stored. Laptops and card reader stored there. Card reader could be used fraudulently if in the wrong hands. All monies transferred to main account, so access limited to Business ME account which holds a very small balance. JS asked if ME account had overdraft facility. Only committee members should have access to the cupboard. CS asked Jonathan A about the possibility of using the large safe on the landing, Jonathan A informed CS that the key was missing.

11. AGM – JB/CS

JB asked when it should be. CS said normally April/May. Brief discussion, with 5th May 2022 looking like a possible date, to follow the Monthly Speaker meeting.

12. Christmas - Lunch, Party, Monthly Meeting – ALL

CS said there were no plans for a Christmas party or lunch as the COVID transmission rates were still high. Individual groups would be able to host their own events. The December meeting on Thursday 2nd would be a possibility for mulled wine, Christmas cake, minced pies etc. Suggestion that the Social Events Team could organise this. We could have choir, music, etc. We no longer have any decorations so need to invest in some as an asset. Need ideas for Social Events Team to consider. MT suggested a theme – one from each group – or a whole group theme e.g. a Victorian Christmas. JS will discuss with the Social Events Team and report back to the Committee. MT also mentioned the possibility of a Cornish Christmas.

13. National u3a Strategic Vision – JB

JB gave the Committee a brief outline of the Strategic Vision which has four key themes:

- Supporting an Engaged, Strong and Vibrant Movement
- Making u3a Membership an attractive opportunity for all Retired people
- Developing the u3a Voice
- Maximising the u3a Learning Model

JB told the Committee National u3a had made losses during the COVID pandemic and had written off a large amount (£88k) for a failed Phase 1 Beacon update project. Most of the themes in the Strategic Vision were ways to recover these losses via increased Membership numbers and subscriptions.

14. National u3a Grants – CS

JB informed the Committee that there were grants available to assist individual u3as to increase their membership numbers. A lot of these grants have conditions attached. **JS** volunteered to look into which grants we could apply for and when would be the best time to apply. The grants could cover Marketing Materials, Advertising, and Exhibition Stands etc.

15. Coffee Morning 24th September – How Things Went – ALL

JB said that members had really enjoyed themselves catching up with old friends and the free coffees had gone down well. There had been a few technical problems with the card machine, CS and JS to move to another area for the next meeting. 12 new members had joined, the workflow with AS asking to fill out Membership Forms while they were talking to her had not worked very well, a suggestion was made that new members fill out their Membership Forms before meeting her, further delays had occurred because AS was not adding Membership Numbers to the forms until members had paid. There had also been problems with members getting up the stairs to see AS. AS to move downstairs for the next meeting. LD expressed concerns that once members had filled out their forms there was nowhere for them to go, the bar area was full and there were a lot of people trying to talk to MT about groups. LD said we need more people on the Meet and Greet Team to help out with new members. CC had also been very busy assisting members with the website. CC said that using two laptops had not been a good idea, he will use one next time.

16. October Monthly Speaker Meeting or Coffee Morning (October 7th) – ALL

The Committee agreed we would run another Coffee Morning on 7th October.

17. Car Parking at the Arts Centre – More Volunteers – JB

There had only been one Car Parking Team member (Nolan W) at the Coffee Morning; Neil S was away. Nolan did a great job considering how busy we were. Nolan has asked for more volunteers to help with car parking. **CC** to add to the Newsletter.

18. COVID Update & Group Restarts – JB

No COVID updates. Group Restarts and New Groups – Folk Music (MT), Environmental (MT), Wendy B has offered to run Maj Jong if there is sufficient interest, Keith Y has offered to convene the Italian Group.

19. Purchase of New Printer – CC

CC Has managed to get the office printer working, with a few problems still to be sorted out. All ink cartridges have been replaced and a new set to be purchased. **CC**

20. Air Purifiers – MT

MT had not had time to thoroughly investigate these. JB had read the Which report on Air Purifiers which was not very positive about their efficiency. **MT** to follow up

21. Committee Members – Beacon Access – JB

Pietro A had given JB a list of Committee Members + Honorary President who have full access to Beacon. However some Committee Members (LD/MT) don't seem to have full access. **JB/Pietro**

22. Groups – Dormant Groups, Keeping Group Information up-to-date, Website & Beacon Protocols, reminding members to book in with Group Leaders and to let Group Leaders know if they are NOT Attending –MT

JB asked CC if he would be willing to contact all the group leaders to ensure that their Group Pages on the website were updated so that members could be referred to the website for current information. Currently the group days/times, whether they are starting now or early next year seem to be changing on an hourly basis. **CC** agreed to contact Group Leaders and emphasise personal responsibility to keep the information up-to-date.

Group Attendance and cancellations to go in the best practice document. **MT/JB**

23. Draft Best Practice Document for Restarting Groups – MT – This is still in draft form. MT/JB to arrange a meeting to finalise.

24. Updated Membership Forms and Welcome pack for new Joiners – AS/LD

LD/JB had revised the Membership Form to include Gift Aid and the first version was used at the Coffee Morning, this highlighted that some more amendments were required. **LD/JB** to revise and produce an on-line version

JB had produced a more "Welcoming" New Joiners Information Leaflet, feedback was positive. **JB** to keep this up-to-date, install on the office laptop and at a later date show LD how to make the amendments.

25. Any Other Business

JB informed CS that the Beacon Member Records have a tick box for Gift Aid, however currently this box isn't picking up as a recognised field when you run a download; this needs to be added by Petro as an option if we are going to use it.

LD to arrange a meeting of the Outreach Team in October.

Mark S has agreed to do the Admin part of Speaker Co-ordinator role. We will need to organise hosts for the Speaker Meetings. **JB** to contact Norma J for a handover of the speaker information she has and to contact Mark S.

JS confirmed she had returned the laptop she had been using to the office.

The date of the next Committee Meeting was agreed as Friday 29th October at 12.30pm, after the Coffee Morning.

JB mentioned that new members were having problems with AS's email address which is appearing as YAHOO BLOCKING TEAM. New Members are sensibly not opening them for security reasons; which has been causing communication problems. AS had left the meeting by this time, to be added to the Agenda for the next meeting, when AS present - **JB**