

St Austell U3A Committee Meeting
Tuesday 30th November at 10.00am
Venue: St Austell Arts Centre

AGENDA

1. Welcome & Introductions
2. Apologies for Non-Attendance
3. Election of Chair for the Committee Meeting
4. Election of New Committee Members by the Committee
5. Trustee Declaration Form Signatures for New Committee Members - CS
6. New Committee Members - Photo Permission and Photos for the Website - CC
7. Approve the Minutes of the Last Committee Meeting – JB & LD to Sign
8. Matters Outstanding from Previous Minutes
9. Financial Update – CS
10. Brief Review of how the New Financial Process is Working – CS
11. Approval for Purchase of a 2nd Card Reader - CS
12. How the Website could be used for Archiving Some Documents – CC
13. Timeframe for Adding Membership Forms to Beacon for New Members and ticking the Gift Aid Box – JB
14. Using a Free On-line Email Verification Service to check New Member's Email Addresses such as <https://www.verifyemailaddress.org/#> - JB
15. Speaker Co-ordinator Role – JB
16. Disability Access and Air Purifiers at the Arts Centre - CS
17. Membership Renewals in January - CS
18. An update on Group Leaders Responses Regarding Website Content - CC
19. Christmas Meeting Update – JB/LD
20. How do we know who has bought a PPC or used Gift Aid? Can this be logged on Beacon so that Reports can be Downloaded? – JB
21. COVID Update – JB
22. Setting up a Review of all Processes to ensure that they are Fit for Purpose Going Forward – CS
23. Update on South West Regional Zoom Marketing Conference – CC
24. Date for Next Committee and Taking Down Christmas Decorations - JB
25. Any Other Business