

St Austell U3A Committee Meeting
Monday 14 October 2022 at St Austell Arts Centre

MINUTES

Present: Maryanne Thomas, Chris Scott, Jenny Skipp, Chris Crane, Pauline Weir, Lucinda Davison, Sandra Matta

1. Election of Chair for the Committee Meeting

Maryanne Thomas was proposed, seconded and voted for with unanimous vote in favour

2. Apologies for non-attendance

Carol Folley and Joan Hooper

Maryanne informed the Committee that Susan Parker U3A Trustee for the South West would be joining our Committee Meeting at approximately 3pm to offer help and advice where needed.

3. Discussion and Confirmation of Committee Roles

Chair – Maryanne Thomas was proposed and seconded with a unanimous vote in favour

Treasurer – Chris Scott was proposed and seconded with a unanimous vote in favour

Assistant Treasurer – Jenny Skipp was proposed and seconded with a unanimous vote in favour

Treasury Team Member – Sandra Matta was proposed and seconded with a unanimous vote in favour

Minute Secretary – Carol Folley was proposed and seconded with a unanimous vote in favour

Website Media and Newsletter – Chris Crane was proposed and seconded with a unanimous vote in favour

CC stated that he would send U3A Newsletters to the members approximately 5 days after a Committee meeting but this would obviously change due to holidays, sickness etc.

Membership Secretary – Pauline Weir was proposed and seconded with a unanimous vote in favour

We decided that other Committee roles would be discussed at the next Committee Meeting as we felt it would be a good idea if some duties within a role could be shared amongst the team. We agreed to discuss this option with Susan Parker when she arrived. CS said he would look for copies of the job descriptions and bring them to the next meeting. **ACTION CS**

The Committee further discussed the concept of sharing the roles of Membership Secretary and Secretary amongst the Committee so that we could support each other with computer input and paperwork etc. LD said she did not want to take on the role of Secretary as she was afraid it would be taking on too much at this stage but would help as much as she could with any paperwork and computer inputting etc. We also agreed to wait and discuss Committee roles with Joan Hooper as she was absent from the meeting.

LD stated she was concerned about the amount of printing that needed to be done with membership forms, welcome leaflets and speaker dates as the printer in the office was so slow and time consuming when doing double sided copies. We discussed using a local printing firm. **ACTION MT TO GET PRINTING COSTS**

4. Matters outstanding from the previous minutes

Item 4 - Obsolete laptops – CC had not received a reply from Age Concern. JS said they might have use of them at her place of work so would find out and let us know at the next meeting. **ACTION JS**

Item 6 - RA – Maryanne will email RA as a nomination form with a proposer and seconder had not been submitted before the AGM deadline. **ACTION MT**

Item 11 – Approval of an examiner for the Audit next year – To be clarified and approved by Committee. **ACTION COMMITTEE**

Item 13 - Policy review dates – Timetable of policy reviews to be put on a calendar **ACTION COMMITTEE**

Item 15 – Keysafe and keys – to be discussed at the next Committee meeting which documentation will be held in the new and old filing cabinets and who will have access to the keysafe. **ACTION JS TO ASK TERRY IF HE CAN PUT THE KEYSAFE ON THE OFFICE WALL**

5. Approval of the minutes of the last Committee Meeting

Unanimous vote in agreement of the minutes.

6. Feedback from AGM CS/MT

We all agreed the AGM went well with just enough members attending.

7. Removal of retired Committee Members on Beacon

Ann Smith, Membership Secretary to be removed from Beacon. Joan, Pauline and Sandra need Beacon training so CS will email Pietro to arrange. **ACTION CS**

LD said she would contact Ann Smith to ask if she had put the mobile phone and membership paperwork in the office. **ACTION LD**

8. Information

LD - Trustee declaration forms and protocols – adjourned to next Committee meeting. CS will look for previous forms submitted.

PW - Emergency contact card - Details held on Beacon may not be up to date. PW showed the Committee a card used by the Ramblers and suggested we do something similar with printed labels that could go on the back of membership cards. MT to discuss costings at a local printing firm. **ACTION MT**

National U3A visit – Susan Parker had arrived early and was waiting for us to finish our meeting.

Groups Visits – adjourned to the next meeting

9. Treasurer's report

CS updated the Committee with details of the accounts as at 30/9/22

Main £15,986.42

Wine £1,697.09

Theatre £442.53

Business ME £115.48

TAM £2,303.23

CS informed the Committee that he had been informed that the rent at the Arts Centre would be going up in January 2023.

10. Christmas preparations

MT was in discussion with some of the group leaders to provide entertainment at the Christmas coffee morning. The Committee agreed we would purchase bottled Mulled Wine instead of red wine and spices and keep the Christmas decorations to a minimum. **ACTION ALL – ADJOURNED TO THE NEXT MEETING**

11. Timings of Coffee Mornings and speaker meetings

Adjourned to the next meeting. **ACTION – ALL NEXT COMMITTEE MEETING**

12. Transport for members PW

PW had been approached before the meeting by a U3A member who did not have any transport to attend a U3A event. PW will put a paragraph in the next newsletter for Group Leaders to help with transport issues. **ACTION PW**

13. Gifts for Committee members that have stood down

The Committee discussed and agreed a gift voucher of £25 would be given to Committee members who have stood down and that a bottle of wine to the value of £10 would be given to Auditors Barry Smeath and Eileen Dunwell. Jonathan Aberdeen at the Arts Centre would also be given a bottle of wine. Proposed and seconded with a unanimous vote in favour.

14. Future Committee meeting dates, room bookings etc

Adjourned to the next Committee meeting.

END OF COMMITTEE MEETING.

THE COMMITTEE MET WITH SUSAN PARKER TO DISCUSS VARIOUS TOPICS.

Date of next Committee Meeting Tuesday 1 November 2022 at 9.30am. Room TBC - LD

