

St Austell U3A Committee Meeting
Thursday 13th July 9.30am
Venue: 4 Tremena Gardens

Present: CS, LD, JH, JS, CC, MT, CF – GB as an invited guest

1. Apologies for Absence

An apology was received from **SM**

2. Chair – MT

MT informed the Committee that she would be resigning as Chair from October. **LD** and **CS** thanked her for the work she has put in over the past months. **CS** said that the members should be made aware so that a replacement Chair could be put forward for election at the AGM in October. **CS** added that a Chair, Treasurer and a Secretary must be present at the AGM. **CS** suggested some members as possible replacements for Chair.

GB joined the meeting at 9.45am. She was introduced to the Committee members and they in turn introduced themselves.

3. Matters Arising from 17th May

CS said that Gift Aid needs to be organised by November to be ready for the next application. The current application had been completed and submitted. See item 5) below. The committee was informed that a key safe has now been fitted in the office (see item 13 below). Re item 12) **LD** had said there was a need for more help. Sally Hayward is willing to help with general admin for the Committee. **JS, LD, JH** and **CF** all offered additional help.

4. Approval of Minutes from 17th June meeting

The Minutes were agreed by all and signed by **MT** and **CS**

5. Treasurer's Report CS

CS said that a sum of £184.13, including interest, had been paid to our u3a from HMRC re Gift Aid. He added that it should be more, but the instructions are ambiguous so we should be more aware for the next application.

St Austell u3a
Bank Balance as at
12/07/23

MAIN	£16,030.07
BUSINESS ME	£104.56

SOCIAL EVENTS	£3,923.49
THEATRE	£562.13
WINE	£1,403.41

CS said that it was essential to keep 12 months of funds available for bills etc. He further explained that every payment requires two signatures. The account has a few direct debits plus 2 debit cards. If one is used, the holder informs the holder of the other card. He added that each month our u3a has 100 hours of bookings at the Arts Centre at £15.00 per hour. He explained all this for the benefit of GB.

6. Social Events Account – JS

JS informed the Committee that she would not be doing the Social Events' accounts separately in future as it was not necessary. The accounts come under 5) above.

7. Discussion and Approval of new co-opted Committee members -CS

CS said that Chris Timmins and Gulbin Brown, both new members, are keen and willing to help. He would be happy to co-opt them onto the Committee. He added that it was essential to co-opt a member as Secretary. Some members were suggested but LD suggested leaving the issue until the AGM when members could express their interest. CC said he would add it as an item in the next Newsletter so that anyone could apply. Two members have offered help in the office, eg printing, forms etc. MT suggested planning ahead to make the best use of their help, for example, with items needed for the AGM.

8. Location and dates of Committee meetings – LD

It was agreed to change the days for Committee meetings to Mondays at 9.30am. The next meeting was arranged for Monday, 7th August. CF said that she would not be able to attend so would not be available to take notes for the Minutes. LD said she would do them. The next meeting will be on Monday, 21st August to discuss plans for the AGM. Both meetings would be held at Tremena Gardens. The next meeting would be on Friday, 15th September, at the Arts Centre, following the Coffee Morning. The meeting would concentrate on the final preparations for the AGM. The AGM will be held on Thursday, 5th October following the Speaker Meeting.

9. Committee CV's – CC and ALL

CC suggested that Committee members provide a brief CV about themselves and their background and gave example. MT said this could be done for after the AGM as there would be changes then. Committee members could do this in time for the AGM preparation meeting.

For information

MT had sent out to committee members an email she had received from u3a national. All had received. It concerned u3a Week. MT asked if there was anything we could do to highlight our u3a but felt it was a bit late to organise something now. It was suggested that it might be possible to do something at the Christmas meeting. Or, as was suggested, having a stand in the entrance to Asda or at the Eden Project.

MT said it was important for all groups to be involved as some do not help on such occasions. Suggested a note be put in the Newsletter.

10. U3A mobile phone – CC

CC reminded all that the mobile phone was for aiding queries from potential new members. **MT** said that the phone was not being used. **CC** said it was a pay-as-you-go contract which needs to be topped up. At present it is in the office. **JS** said she would be happy to hold it and respond to queries within 72 hours. The number, which all group leaders should have as well, is 07464871007.

11. T-shirts -CC

CC suggested that the Committee members could all have a t-shirt or polo shirt in the u3a colours. These can be purchased through the u3a website. The reasoning was that Committee members, and any helpers, would be instantly recognisable to all should they need to talk to them about anything. **LD** suggested sending her our sizes and preferences of style. She will send out further details in an email but suggested keeping the purchase on hold until the AGM.

12. Security and Security Codes – JS and MT

See also Item 3) above. **JS** said she would need to speak to **JA** as more keys are needed for the office door. She added that 8 keys for office use are now secure in the key safe. **LD** said that the office cabinet could now be left secure but if anyone needs paper for printing, a supply could be left out **JS** said that some members still leave the office unlocked after they have finished. Need to check who has keys. **JS** suggested asking **JA** if it would be acceptable to have a new lock fitted to the office door. He could have a key. **CS** said he had spoken to Jonathan who is happy with this. She added that 10 keys would be ideal, and that all would be logged as to the holder. A key code has also been fitted to the store cupboard. **MT** said she would write to all the Group Leaders to inform them of the key codes

13. Folder for new groups – MT

MT said she had met with Ursula Coote who is keen to start a new group for members who are on their own. **LD** has made up a pack of information for new and existing Group leaders. **CC** said that all information about new groups should go to him so that it can be added to Beacon. **MT** said that some Group leaders do not want training on Beacon.

14. New Groups interest form – MT

Not discussed.

15. T-shirts for Committee Members

See item 12) above.

16. Any other business

MT said that she had updated the u3a logo for headings. She has also created a form for Group Leaders to use should an incident or accident occur during a session.

Should such an event occur, Group Leaders should alert a Committee member as soon as possible. **JS** said that all members should have an emergency contact detail on their membership card so these could be added to Beacon. **JS** said she would show **CF** how to do this. **LD** suggested reminding members of the need for such a contact at coffee mornings or the meeters/greeters could ask when members sign in. Committee members can contact each other on WhatsApp if necessary or use the mobile phone number above (item 11).

LD suggested we give thought to a process for everyone who may be involved. She added that no one should be left on their own at the end of the day should there be a delay in accessing help. A Group leader should feel able to ask another member to stay with them.

JH and **CF** would like further training on Beacon for Committee use.

LD said that in order to keep things running smoothly at coffee mornings and speaker meetings, groups, such as the theatre and social groups, need to stop issuing tickets about 15 minutes before the end of the session. This would allow any payment to be completed promptly. The tea and coffee group do this to allow time for clearing up so they can attend the speakers' meetings.

MT said that the Committee members in other u3a group do not do anywhere near as much as ours does.

GB asked if there was a particular role that she could take on. **LD** suggested that she sees what all the roles are and perhaps shadow until she knows what she would feel most comfortable with. The Committee members present each told **GB** what their individual responsibilities were. **MT** said she would send **GB** a 'job description'.

LD said that we all tend to help each other where we can.

CC said he really needs a back-up just in case he is unavailable. **LD** said that members need to know all this. She added that there needs to be an updated list of meeters and greeters. **CC** said he could set up an Excel spreadsheet.

The meeting ended at 11.30am.