

## U3a CHRISTCHURCH COMMITTEE MEETING

### MINUTES 07 SEPTEMBER 2021

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Present: John Wingfield (Chair) Dee Collins (Assistant Programme Co-ordinator) Eileen Lancaster (Joint Membership Secretary) Kathleen Smith (Joint Membership Secretary) Paula Watton (Publicity Officer) John Fairbairn (New Members Contact) Jill Dale (Groups Co-ordinator) Janice Miller (V. Brass) Sue Fillery (Business Secretary)

Apologies Keith Weston (Treasurer) Judy Hall (Venues Secretary) Helen Heatley (Programme Co-ordinator) Ron Watson

1. **Minutes of last meeting**. The Minutes of the Committee meeting held on 29 June 2021 were approved.

#### 2. **Matters Arising**

- John Wingfield said sign writers had been contacted for the rebranded u3a sign for the EpiCentre but one at £500 was too expensive and the other didn't turn up. It was suggested that if anyone knows of a reasonably priced signwriter they should let John or Dee know.
- John Wingfield to contact Paul Farndon (Golf GL) re. Financial support for green fees.
- Elaine Trayler and Sheila Hannaford had volunteered to help provide refreshments at the coffee and tea mornings held at Christchurch Baptist Church. A float would be required to purchase the provisions.

#### 3. **Chair's Report**

- John said Chris Powell (Webmaster) and Dee Collins (EpiCentre Manager) were resigning. Also Ray Pickett (Vintage Brass) had resigned.
- A sub-committee needed be set up to review the Christchurch u3a policies. It was agreed that John Fairbairn, Sue Fillery and John Wingfield would form the sub-committee. The other committee members should also look at the policies and let the sub-committee know if they had any recommendations regarding updates or amendments. **Action JF, SF, JW**

4. **Treasurer's Report** There were no comments regarding Keith's report.

#### 5. **New Members Contact Report**

- John said the New Members meeting would be held on Saturday 27 November from 10 - 12 am at Homelands Community Centre. The invitation to attend might be extended to the previous year's new members who had not been able to

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attend a new members meeting due to Covid restrictions. Dee volunteered to assist with providing refreshments. **Action DC**

### **6. Membership Secretary's Report**

- Eileen reported this year's membership came to just under 600 members which is slightly less than previous membership numbers. 563 people had enrolled, 50 of whom don't have email addresses. There are 489 unique households. There are 75 new members for 21/22. The number of people joining online remained the same.

### **7. Programme Co-ordinator's Report**

- In Helen's report she asked for a replacement Assistant Programme Co-ordinator to replace Dee be found before the CDF process starts next March/April. As Helen would like to resign at some time in the future she suggested somebody should be trained to take over as Programme Co-ordinator.
- Helen suggested that committee members' reports should be appended to the Minutes. It was agreed that as the Minutes and the Treasurer's report were available to be read by all members on the website it was not necessary to add reports to the Minutes.

### **8. Assistant Programme Co-ordinator's Report**

- Dee said the programme launch had gone well but she didn't think the effort and cost of postage involved to be worthwhile as most members accessed the programme on line. Dee thought the rental cost for the franking machine was £100 month and considered this to be a high cost as approximately only 4 membership mailings were made during a year. Active News needed to be sent to non-email members at the beginning of October before the AGM which is to be held on 8 November. It was agreed that Dee would contact Ron Watson regarding the franking machine cost. **Action DC**

### **9. Groups Co-ordinator's Report**

- Jill said that Jennet Lambert had agreed to take over the role of Group Coordinator as from the AGM. The Group Leaders Meeting is to be held on 6 November at Homelands Community Centre from 10-12 am. Jill hoped that as new committee members Paula Watton and Sue Fillery would attend the meeting to introduce themselves and explain their roles to the Group Leaders.
- The question was raised as to whether a Group Leader had a duty of care to members of their class particularly if a member of the class had a health/mental health issue. It was agreed that this issue should be covered by the Risk Assessment and it was not the responsibility of a Group Leader to have a duty of

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- care to any particular member of their group. If anyone attending a group had health/mental health issues they should be accompanied by their own carer.
- Risk Assessment forms had been sent to 41 groups starting for the 21/22 year. These were for groups starting in 21/22 which had not run in 20/21 as the other groups had completed the risk assessment form the previous year. It was agreed that in future it should be the Secretary's responsibility to send out the forms and the forms should be updated to include health and safety issues.
- The Group Leaders Procedures booklet had been sent to all 87 Groups. The booklet is sent out with various forms. It was agreed that Sue Fillery would contact Headoffice to enquire whether the forms had been updated.

### **10. Venues Secretary Report**

- In Judy's report she said all venues were now open. There was a discussion about the charge of £15 per hour for heating for the u3a Singers at All Saints Church, Southbourne. It was suggested the group move to St. Christophers.

### **11. Publicity Officer's Report**

- Paula thanked all volunteers at Shake'n Stir. It had been well attended and a few new members recruited. It was thought that the Christchurch u3a stand looked a bit minimalist in comparison to the colourful Bournemouth u3a stand. It was suggested that the Craft Group be contacted to see if anyone would like to make some bunting for the stall.
- Paula confirmed she had resolved the issue of venue fees for Stanmore Tennis Club.

### **12. Vintage Brass Report**

- Janice reported meetings started yesterday (6 September). 6 new members had joined. It was likely that a separate hall would be required if the Group split to have a training band. A Christmas concert was booked for 4 December at St. Christopher's and 6 December at Saxon Square. Also possible concerts to be held on Christmas Eve.

### **13. A.O.B**

- There was a discussion regarding a request from a u3a member wanting a breakdown of weekly attendance and charges regarding Christchurch u3a groups. It was agreed that the information requested was not readily available, it would be difficult to provide an overall breakdown of costs and the Treasurer's Report which is available on the website should suffice for any monetary enquiries.

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- Sue Fillery said she had received a request from Bournemouth University asking for volunteers with hip osteoarthritis to take part in a 6 week research study. Kathleen Smith agreed to send out a mail chimp. **Action KS**

**14. Date of next meeting** Thursday 14 October 2021 at 2 pm