

**CHRISTCHURCH u3a COMMITTEE MEETING  
MINUTES  
Tuesday 01 November 2022**

**Present:** John Bell (Chair) Sue Fillery, John Fairbairn, Eileen Lancaster, Kathleen Smith, Jennet Lambert, Elaine Trayler Helen Heatley Judy Hall, Paula Watton, Mary Fyfe, Sarah Howell-Davies

**Apologies:**, Ron Watson, Janice Miller,

<p><b>Minutes of meeting on 27 September 2022</b> were approved.</p>	
<p><b>Matters Arising</b></p> <ol style="list-style-type: none"> <li>1. A booking system for use of the new laptop has been set up in the Office. Ron Watson will install Microsoft Office on the laptop. Eileen Lancaster had looked at the old laptops which seemed to be very slow and not worth keeping. An Acer laptop was missing.</li> <li>2. JB reported Paul Pritchard had agreed to continue to help with general repairs to the Epicentre office.</li> <li>3. It was agreed that the Christchurch u3a charity commission number should appear on all publicity material.</li> <li>4. It was agreed that, where appropriate, Group Leaders should be asked to display the A5 Christchurch u3a publicity poster at their venue.</li> <li>5. It was agreed that the availability of gift vouchers for u3a membership should be publicised.</li> <li>6. It was agreed that Mary Fyfe's response to JB's email should be sent to all committee members.</li> <li>7. It was agreed that further to Sarah Howell-Davies's recommendation Christchurch u3a should have a Public Page on Facebook. Eileen Lancaster and SHD would be added as administrators.</li> </ol>	<p><b>MF</b> <b>KS</b></p>
<p><b>Chairman's Report</b></p> <p>John Bell said since taking over as Chairman at last year's AGM he was pleased to find how smoothly the u3a Committee members worked to provide a well run service for Christchurch u3a. JB is currently focusing on the AGM to be held on 14 November and following the unexpected resignation of Cherry Rance as Treasurer he was working on the handover from CR to Kathleen Smith, who has agreed to take on the role of Treasurer.</p>	
<p><b>Treasurer's Report</b></p> <p>JB reported on behalf of Cherry Rance that the end of month report was being put together by CR and Kathleen Smith who has agreed to take over the role of Treasurer.. The Bank details will be updated.</p> <p>Access to the reserve funds has been established. A discussion will be needed to agree to how the funds should be used.</p>	
<p><b>AGM</b></p> <p>JB said the Ukulele Group will provide entertainment after the AGM. It was agreed, to ensure a quorum is present, EL will provide a membership list to check off all attendees. It was agreed a mailchimp with corrections to the AGM booklet will be sent in advance of the AGM.</p>	<p><b>EL</b> <b>JB</b></p>

<p><b>Web Migration</b>  With regard to the Website Migration Project it was agreed that until the current issues with funding have been resolved and there is a commitment to Beacon (a membership management system) nothing is likely to happen this year. It was agreed that SHD would continue to follow the progress of the project with a view to a decision being made next year.</p>	<p><b>SHD</b></p>
<p><b>Secretary's Report</b>  Sue Fillery reported that Mary Fyfe had offered to help with the revision of the Constitution. It is hoped to provide a draft document at a January meeting with a view to amendments being adopted at a SGM.</p>	<p><b>SF &amp; MF</b></p>
<p><b>Editor's Report</b>  On RW's behalf it was reported that the franking machine licence expires in April 2024. A balance of £170 remains on the franking machine which, it was agreed, should be used to mail next year's Programme.</p>	<p><b>Agreed</b></p>
<p><b>New Member's Contact Report</b>  John Fairbairn said the new members meeting will be held at Homelands on 26 September. He thanked EL for sending an email to all new members and thanked Rosie and Elaine for offering to provide refreshments.</p>	
<p><b>Group Co-ordinator's Report</b></p> <ul style="list-style-type: none"> <li>• Jennet Lambert reported that Jackie Sherman had responded to the mailchimp advertising the Group Co-ordinator's role and would take over the role at the AGM.</li> <li>• The recently formed Discussion Group had folded due to a lack of members. It was considered to be too similar to the Current Affairs Group.</li> </ul>	
<p><b>Membership Report</b>  The membership numbers remained at 840 which was considered to be a realistic figure. It was thought that to attract more members more Groups needed to be formed. It was suggested that groups could be run on alternate weeks to accommodate large numbers. There had been no response from Group Leaders to set up second groups. It was agreed that there was a fine balance between numbers of members and numbers of venues.</p>	
<p><b>Publicity Report</b>  Paula Watton reported that her articles in various local newsletters/magazine had to be written 2 months in advance and only contain 90 words. It was suggested a u3a stall at the Monday market in Christchurch High Street might be a good means of attracting members. PW agreed to enquire.</p>	<p><b>PW</b></p>
<p><b>Programme Co-ordinators's Report</b>  Helen Heatley reported that this was a quiet time of year for the Programme Co-ordinator. HH suggested that coffee mornings should be held at Druitt Hall to launch next year's programme. She said it was difficult to produce the programme before the end of June as venues would not confirm bookings and prices for the following year at an earlier date.</p>	<p><b>Agreed</b></p>
<p><b>Vintage Brass</b>  JB reported on Janice Miller's behalf that the Vintage Brass Band AGM had been held on Monday 31 October. Peter Guntrip had stepped down as Chairman but no-one had volunteered to replace him.</p>	

<p><b>A.O.B.</b></p> <ul style="list-style-type: none"> <li>• Concern was raised regarding the introduction on the website and errors in Active News. It was agreed the simplest solution for corrections is to remove the articles and re-post them.</li> <li>• A member of PSX had raised a concern with Kathleen Smith regarding the use of PSX as a venue for u3a groups. Helen Heatley and Judy Hall agreed to liaise with Colin Bradley a member of the PSX committee.</li> <li>• The email address for social events has been changed to <a href="mailto:social@christchurchu3a.org.uk">social@christchurchu3a.org.uk</a></li> </ul>	<p><b>HH JH</b></p>
<p><b>Date of Next Meeting</b> Friday 25 November 2022 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH.</p>	