

Christchurch u3a Committee Meeting
MINUTES
Tuesday 21 November 2023
Somerford ARC, Christchurch

Present: John Bell (JB) (Chair), Sue Fillery (SF), John Fairbairn (JF), Kathleen Smith (KS), Eileen Lancaster (EL), Paula Watton (PW), Judy Hall (JH), Jackie Sherman (JS), Elaine Trayler (ET), Rosemary McCulloch (RM), Ian Peterkin (IP)

Apologies: Martin Prince

<p>Minutes of meeting 17 October 2023, were approved, subject to a couple of amendments, proposed by Kathleen Smith.</p>	
<p>Matters Arising</p> <ul style="list-style-type: none"> • RM's Christmas Lunch will be advertised in the December Active News • JB thanked Elaine Trayler and helpers for providing the refreshments at the AGM. • JB had responded by email to the questions raised by members for consideration by the Committee. All issues raised have been dealt with. • A microphone and amplifier have been purchased for use at u3a events and meetings. • To enable JF to contact new members directly it was agreed he should have access to the membership list online. 	
<p>AGM review The AGM had gone well and entertainment provided by the Ukuele Group was enjoyed by everyone. The Constitution adopted at the AGM has been posted on the website. JB will notify the Charity Commission of the changes at the same time as posting the annual accounts.</p>	JB
<p>Treasurer's Report KS had nothing new to report since the last meeting.</p>	
<p>Review of Chair's update email</p> <ul style="list-style-type: none"> • Recognition process At the AGM a commitment was made to acknowledge the contribution provided by group leaders and volunteers. A recognition process will be considered in the new year. • Management of reserves. Now the accounts are in a financially secure position consideration needs to be given 	

<p>to managing the reserves which are significantly higher than recommended by the Third Age Trust. JB will present a budget forecast at the next meeting when options to reduce the reserves will be discussed.</p> <ul style="list-style-type: none"> • Payment of venue costs for performance groups. It was proposed and agreed that the venue costs for concerts or performances by groups should be funded by u3a. The booking of any such venues must be made through the Venues Secretary, Judy Hall. It was also discussed and agreed that if a person with a particular skill/qualification is needed by a Group the position should first be advertised to u3a members before an appointment of an external person, who may require payment, is made. • Group Leaders who have not re-joined. A few Group Leaders have not yet paid the membership subscription fee. If an individual is not a u3a member they cannot participate in u3a activities. JS made an assurance that all Group Leaders will re-join. • Implement meet the team meetings. At the AGM it was suggested that there should be more events for members to meet the Committee. It was agreed a coffee morning to which Group Leaders would also be invited should be held on 2 March 2024 from 10-12 am. • Financial support for Group Leaders working from home. It was agreed that there should be no financial support for groups held at home. It is possible to claim expenses up to £30 and any damages are covered by liability insurance. • Insurance cover for coach trips. The u3a Third Age Trust insurance policy covers public liability only. Members participating in holiday, travel or theatre groups do so at their own risk. 	<p>JB</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
<p>Committee Members' Reports.</p> <ul style="list-style-type: none"> • <u>Active News.</u> RM proposed a new format for Active News which was agreed. Active News will be produced monthly online with the first edition being available in February. The cover photograph will be provided by the Photography Group. Group Leaders will be asked to let non-email users know Active News a hard copy will be available in the Epicentre. • Programme. IP said he is getting to understand the process. He has updated the Programme on the website. Any corrections or changes need to be notified to IP. IP 	<p>Agreed</p>

<p>also needs to know term dates. It was agreed term dates will be discussed at the next committee meeting. It was agreed the version of the printed Programme on the website is not a live document and so as it is not up-to-date will be removed from the website. IP suggested the Programme would be more interesting if photographs of group activities were included. IP will ask the Photography Group to provide photographs for next year's printed Programme.</p> <p>A concern was raised regarding publishing members' images without consent. It was thought that consent is given on the membership joining form. JB will check the policy.</p> <ul style="list-style-type: none"> • <u>Groups</u>. JS asked if there is a limit to the number of committee members who are able to send mailchimps. There is a limit to how many mailchimps can be sent at any one time but as it is unlikely that more than one mailchimp would be sent on any given day it was agreed that all committee members should be able to a mailchimp. 	<p>Agreed</p> <p>JB</p>
<p>Recruitment</p> <p>Future recruitment includes an Assistant Venues Secretary and a Technical Co-ordinator Assistant. JB reminded the Committee that SF will have completed a 3 year tenure as Secretary in June 2024. He also said he will have been Chair for 3 years at next year's AGM.</p>	
<p>A.O.B.</p> <ol style="list-style-type: none"> 1. There was a query regarding a PRS Licence for music Groups and performance venues. JB said he would check the policy. 2. The reduced membership subscription fee for new members joining after the start of the academic year was queried. It was confirmed the full subscription fee is payable for any member joining in the first term. A reduced fee is payable for members joining in the second and third terms. 	<p>JB</p>
<p>Date of Next Meeting. 16 January 2024 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH</p>	