

Christchurch u3a Committee Meeting
MINUTES
Tuesday 20 February 2024
Somerford ARC, Christchurch

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

Apologies: Ian Peterkin (IP), John Fairbairn (JF)

Minutes of meeting 16 January 2024 were approved.	
Matters Arising None	
Treasurer's Report <ul style="list-style-type: none"> • KS proposed setting up a venues sub group to consider the results of the venues cost analysis. The venues cost analysis compares group numbers against venue costs. KS suggested the group should include the Venues Secretary, the Group Co-ordinator and herself as Treasurer. • It was proposed and agreed to purchase a new Microsoft licence for committee members use. 	<p style="text-align: right;">Agreed</p> <p style="text-align: right;">Agreed</p>
Chair's Report JB said further to the last committee meeting he had nothing new to report.	
Budget review JB presented the updated budget forecast. Block 3 on the budget spreadsheet shows the current forecast for this year (23/24). The figures, based on last year's accounts and future predicted costs increases. JB emphasised that more work was required to improve the forecasting model for both current and future venue costs in order to improve forecasting. It was agreed that KS would analyse all 2023/24 invoices to establish a more accurate forecast for the current year. The new model will be used to support future forecasting. The results will be presented to the Committee. Block 4 is the forecast for next year (24/25). This forecast allows for 4% inflation on venue costs and assumes membership	

numbers will remain constant. It also reflects the reduced subscription fee that will affect the amount received from Gift Aid.

The venue costs analysis will help future forecasts to be made more accurately. The updated budget forecast spreadsheet will be accessible for committee members on the website.

JB and KS will continue to review and update the budget forecasts.

It was emphasised that the three main cost drivers impacting on financial performance are: venue costs, number of activity groups and membership numbers (including Gift Aid returns).

Committee Members' Reports.

- Publicity PW's request for advertising expenditure was agreed. Drutt Hall is not available on 25 June for the programme launch coffee morning. The date has been changed to 26 June. The u3a stall in Christchurch market will start from Monday 15 April.
- Groups JS reported a poor response from group leaders regarding starting new groups. JS proposed and it was agreed that as part of the recognition policy retiring group leaders should receive a letter of thanks from the Chairman. JS will keep JB informed of any retiring group leaders.
- Post meeting note Following the meeting JB agreed a letter of thanks should also be sent to new Group Leaders.
- Programme The Programme launch is in hand and going according to plan. EL presented the membership form for September 2024 for inclusion in the Programme. The reduced membership fee for members joining after the start of the membership year was agreed as follows:
 - spring and summer terms (21 weeks) £30
 - summer term (8 weeks) £15
- Epicentre Office The new doors will be installed on Friday 23 February. Anyone holding the old door keys should return them to ET.
- Active News RM reported on her attendance at a national u3a Zoom meeting at which the formation of a u3a Council was proposed. Whereas the present Board of Trustees is primarily concerned with Third Age Trust finance and governance a u3a Council would deal with all other matters and concerns. A final decision will be made at the AGM in

Agreed

**Agreed
JS**

JB

<p>October 2024. RM's first edition of online Active News was well received and considered to be very good.</p> <ul style="list-style-type: none"> • <u>Membership</u> The membership renewal date is from 1 June not 1 July as previously stated. The membership card for 2024/25 will be yellow with blue printing. 	
<p>Choir Group leadership JF reported (by email) that he and John Priest are acting as an informal steering group to find a new leader. A recruitment notice to all u3a members has been sent. JB will write to the Bournemouth u3a Chairman to ask for help in recruiting a Choirmaster and an advertisement will be placed in the local press. The Choir is committed to finding a replacement and has the full support of the committee.</p>	JB
<p>Recruitment A recruitment advertisement for a Venues Secretary will be sent to all members by email. RM offered to consider taking on the role but would need to discuss with JH what the role involved before making a decision. JB thanked RM for her offer. RM will post the position in Active News before confirming/declining acceptance of the role.</p>	RM
<p>A.O.B. None</p>	
<p>Date of Next Meeting. 23 April 2024 at 14.00 at Somerford ARC, 20 Southey Road, Christchurch BH23 3EH</p>	