

Minutes of a meeting of Great Glen U3A Committee held on 5th November 2019

1. **Present:** Robert and Patricia Mansfield, Janet Fanko, Roger Edwards, Rachael Snashall, John Johnson, Bill Maxted,

Apologies: Stella Orbell and Lynda Williams.

2. **The Minutes of the Meeting held on 1.10.19** were agreed as a true record.

Matters Arising

- John to approach group leaders to see what support is required eg in encouraging new members to join their groups.
 - Robert, at Network workshop on Trips, raised issue of special event insurance cover for open days etc. Jean Hogg, Regional Trustee, will respond.
3. **November Monthly Meeting** Toni to bring laptop and projector. Mats and stand will be required. Carpet Bowls Group to provide catering.

4. Finance/Insurance

- Approx £8000 in bank.
- Roger happy with state of the finances but at our next meeting we need to consider potential financial consequences of probable loss of use of the village hall.
- BT broadband has been changed. A new hub/router is located in Methodist Hall and there is a new code.

5. Correspondence

- No Network (or other) correspondence received.

6. Membership

- 7 new members enrolled in October
- Since January 2019, 49 new members have joined Great Glen U3A
- Currently we have 387 members of which 50 are reduced
- Bill to scan group registers for any contact details for Bryan Elks and report these to Janet

7. Beacon Proposal

- Janet, Roger, Bill and Lynda had concluded that whilst it was not perfect Beacon was a step forward. It would provide a single central membership system available to all group leaders and the committee.

- The Beacon proposal was approved, with a target of installation in time for the February membership renewals. Janet and Roger to lead implementation and to liaise with Peter Russell.

8. Gift Aid

- Bill reported that the collection of group registers and matching payments on the registers to monthly banking was all in order.

9. Attendance at Meetings: Survey Findings and Actions

- Roger received 62 completed surveys which was considered to be a good response rate. The results were discussed
- Robert to include in the next 'Chairman's Chat' in the newsletter thanks to those who responded and a holding statement on action.

10. Group Co-ordinator's Report

- With the demise of the Astronomy group, John to a note in the newsletter asking for details of the owner of the telescope so that it can be returned.
- Robert reported that the draft Risk Assessment form was more appropriate to physical activities, especially walks. John to produce a 'light touch' revision for sedentary groups, with a focus on leadership, teamwork, succession and survival issues.
- With regards to suggestions for new groups;
 - A potential leader for **Signage** will be approached in the New Year by Ann de Voil.
 - Computing for Beginners** was considered not to be appropriate as the IT world has 'moved on'. Possibility of a Learn Something New session / group looking at Smart Phones considered. Robert to discuss with Sue Russell.

10.1 Laptop Software Upgrade

- In view of recent difficulties reported by Group Leaders it was agreed that the Microsoft Office software on the six U3A laptop computers should be upgraded. Robert to advise Peter Russell that his recommendation to purchase via annual licence (c.£80) was approved.
- It was further agreed that Roger should discuss with Peter the possible use of 'free software' in subsequent years.

11. Christmas Entertainment

- Rachael to continue to press St Cuthbert's School regarding the participation of their choir
- Robert to request keyboard from Peter Russell
- Rachael and Stella have simplified the list of catering items and cards to be given out at next monthly meeting specifying food items to be supplied
- Tickets at £2 each will be sold at the monthly meeting. Thereafter tickets may be collected from Janet at home
- Stella will provide raffle tickets
- Tea and coffee will be available on arrival dispensed by the Croquet Group.
- Food will be laid out on four tables, one in each corner of the village hall, to avoid long queues. Soft drinks will also be provided on the tables
- John Gough group will provide 'mood music', Alan Mawby to be contacted by Robert to provide, say, six ukulele players to include Christmas songs for audience participation, John Parrington and Margaret Hudson also to be invited to participate.
- Committee members to wear something festive
- Rachael to contact the Alzheimer's Society to receive our donation

12. Policies for Adoption

- **Accessibility Policy:** Draft policy as presented was approved. Action to Implement the Accessibility Policy to be considered at one of next meetings.
- **Equality and Diversity Policy:** Draft policy as presented was approved.
- The policies will be displayed on the website shortly.

13. New Members Meeting 8th November 2019

- 16 new Members have accepted invitations to attend. Agenda to cover U3A background and context, self-help ethos, GGU3A activities and experiences of Lynda and Bill as recently joined Committee members, plus new members' questions and suggestions.
- Robert to update slide presentation. Hosting members to be present at 10.00 a.m. to set up for 10.30 start.

14. and 15. Open Day/U3A Day 2020 Dates and Network Matters

- Sports Hall and Village Hall available on 3 June 2020 if required for our Open Day as this is also National U3A Day.
- From Network Workshop and Network Committee meetings;
 - Agreed that Shared Learning Project to go ahead on aspect of local history. Project to be completed by end of March 2020 and output used on 3 June. Robert to confirm to Toni Smith that she should begin scoping the project with group leaders likely to be involved.

- Recommendation for all U3As to adopt TAT Complaints, Grievance and Discipline Procedures.
- Very good presentation from Leicester U3A Group Co-ordinator on starting new groups.
- Future events in which we can participate include a Quiz Night and perhaps intra-network competitions such as Bridge, New Age Kurling and Table Tennis.
- VAL-run course on Safeguarding for Trustees had been highly recommended. Network may provide if sufficient interest.
- The 'Virtual U3A' – distance learning U3A videos and CDs available online which may be of interest to our groups and we can publicize this in our newsletter.

16. Newsletter

- 15 hard copies to be given to Oadby Library and 10 to Great Glen Library.
- Trial reducing number of printed copies to 80.

17. **Date and Time of Next Meeting:** Tuesday 3 December at 2.15 p.m.

18. AOB

- Robert reported on a complaint just received. Agreed that he would investigate prior to considering the matter informally with Roger and Lynda.