

## Great Glen U3A Committee Meeting held on 4<sup>th</sup> February 2020

- 1. Present:** Robert and Patricia Mansfield, Janet Fanko, Roger Edwards, Bill Maxted, Lynda Williams, John Johnson,  
Apologies: Rachael Snashall and Stella Orbell  
Observer: Lynn Francis

Robert read out a letter from Stella Orbell tendering her resignation as at the next AGM for health reasons. The Committee received this with sadness and reflected on her long period of committed service.

### 2. The Minutes of 07.01.20 and Matters Arising

The minutes of the meeting on 7 January 2020 were accepted as an accurate record.  
Matters arising:

- Alternative accommodation during the redevelopment of the Village Hall and Sports Centre in Great Glen - John is contacting leaders of groups requiring relocation to determine the numbers involved.
- Burton Overy village hall has little more capacity and no storage facilities.
- John to contact neighbouring U3As to see whether we might temporarily join their groups or share their facilities.
- Some group leaders already have ideas for alternative venues. John to provide support where necessary.
- Telescope - no response so to be put in the newsletter again.
- Leicestershire Wildlife Hospital - John has obtained contact details for a potential speaker (currently out-of-action for six/seven weeks).

### 3. February Monthly Meeting

- The speaker/performer has all his own equipment.
- Robert to confirm with Andy Tyler (Evening Bridge) that arrangements are in place for providing tea and coffee.

### 4. Finance

- £9,000 will be in the bank once rents have been paid.
- Roger is in contact with BT re a small overcharge.
- A new lock for the cupboard in the Methodist Hall has been purchased by John. We have two keys and perhaps an additional two or three keys need to be cut and made available.
- Attention was drawn to the increase in the contribution that members make to the TAM from £2.90 to £3.10 per annum.

- A final Budget for 2020/2021 to be presented to the next meeting.

## 5. Membership Matters

- Total membership 398 including 6 new members who joined in January. 48 at reduced price and 179 do not take the magazine.

## 6. Beacon

- 400 out of 1100 U3As nationwide now make use of Beacon.
- We need to offer features to our Group Leaders to include a briefing at next Group Leaders Meeting.
- John requires a password to enable him to access Beacon. Janet/Roger to arrange with Peter Russell.

## 7. Gift Aid

- Bill reported that the January newsletter had prompted some responses and overall the total number of registers received was similar to that for this time last year.

## 8. Group Co-ordinator's Report

- Key points covered above under Matters Arising
- Writing for Pleasure Group was 'back on track' with Jim Picken proposing a new project.
- The three Croquet groups now have new group leaders following John Lawson's illness. These are as follows; Group A Thursday mornings Tony Baxter, Group B Thursday afternoons Len Sumpter and Group C Tuesday afternoons Brian Purkiss.
- Lynn Francis asked if all group leaders could include the day and time of their group meetings in their notes in the monthly newsletter - Lynda to remind them.

## 9. Accessibility and Welfare Policy/Officer

- The description of the role was agreed.
- As Lynn is prepared to take on the role of Accessibility and Welfare Officer it was decided that the Committee should appoint her, thereby avoiding delay.
- Within this role Lynn will call on the support of Pru Gallantree, a new member with relevant experience.
- Lynn elected not to join the committee.
- Robert to include news of Lynn's appointment in the February newsletter.
- Lynda to ask Russell Peter to generate a generic email address for this role.

## 10. Procedures for Grievances, Complaints and Discipline

- A slightly shortened version of the 'The Member Code of Conduct' was adopted, subject to a small amendment
- The 'The Member Code of Conduct' to be included in the Membership Pack given to new members when they join, and, to be displayed on the GGU3A website.
- Contents of the Membership Pack to be reviewed at next committee meeting.
- The 'Disciplinary Procedure' as presented was accepted and will be displayed on the GGU3A website.
- It was noted that confidential written records of the outcome of informal and formal disciplinary proceedings will be kept by the Chair for two years.

## 11. A) Arrangements for AGM Notices/Renewals

- Minutes of last AGM, the Annual Report and Annual Accounts to be placed on the Great Glen U3A website in advance of the AGM.
- The Annual Report needs to be written in time for the March committee meeting.
- Members to be invited to/informed of the AGM by email (85% of membership) and letter (15% of membership).
- Robert to inform Janet of the precise wording on the invitation to the AGM and the arrangements for the actual meeting.

## B) Membership Renewals

- Renewal notices to be sent by email (85% of membership) or letter (15% of membership) at the beginning of the week commencing Monday 10<sup>th</sup> February.
- Lynda to include a short notice in the next newsletter to inform members to expect membership renewals within the next two weeks and if a member does not receive a renewal notice by the end of February he/she should contact Janet.
- Janet will send Reminders to members who have not responded at the beginning of April.

## 12. Trustees/Committee Roles

- The position of Committee Secretary to be advertised in the Newsletter.
- All other committee members are ready to serve for another year.

## 13. Shared Learning Project 2020

- Revised focus for the Shared Learning Project drawn up with Toni Smith: comparing local occupations in 1939 with local employment today together with underlying causes and effects. Toni and Robert have started analysing available data

- The resulting Display will illustrate 'Then and Now' through pictures, photographs and artefacts.
- A Display, with the results of the analysis, will be placed in various locations around the village; village Library, Methodist Hall for example.
- Janet will also advertise the project on Great Glen Village Facebook and ask for relevant photographs, reminiscences or other useful information.  
NB Jean Hogg is also trying to organise a Ukulele Group event at the Leicester Clock Tower on U3A Day

#### **14. Group Leaders Meeting**

- This is planned to take place at 11.00am on Friday 24<sup>th</sup> April in the Methodist Hall. Robert to book the hall.
- The format and content of the meeting will be considered at the next Committee meeting.

#### **15. Network Matters/Correspondence**

- Next Network Meeting is on the 27<sup>th</sup> March.
- Robert to stand down from Network Committee
- Apart from the notice regarding the increase in fees for the TAM there was nothing else to report.

#### **16. Newsletter and Distribution**

- 70 Copies for February: 15 Copies for Oadby Library, 10 Copies for Great Glen Library and remainder at main February meeting.
- Trial distribution by Beacon postponed until March (owing to Peter Russell's computer problems)

#### **17. Date of Next Meeting: Tuesday 3<sup>rd</sup> March 2020 at 2.15 p.m.**

#### **18. AOB**

- Consideration of possible recognition of long service and other awards that may be presented at the AGM to be placed on agenda for next meeting.