

Great Glen U3A Committee Meeting held on 3 March 2020

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

2. **The Minutes of 04.02.20 and Matters Arising**
The minutes of the meeting on 4 February 2020 were accepted as an accurate record. Matters arising:
 - **Alternative Accommodation:** John is continuing to contact neighbouring U3As to see whether or not we might temporarily join their groups or share their facilities.
 - Patricia informed the meeting that *Glen Gorse Golf Club* is not relocating and so it may be possible temporarily to use some of their facilities
 - **Group Meeting Times:** Lynda confirmed that group leaders had been reminded to include days / times of their group meetings in their notes in the newsletter.
 - **Business Secretary:** Note to be included again in March newsletter that we require another Trustee to join the committee to take on this important role.
 - **Group Leaders Meeting:** Robert confirmed that the Methodist Hall has been booked for Friday 24 April.

3. **March Monthly Meeting**
 - The speaker requires the mats and a small table only.
 - Coffee and tea to be provided by the Family History group and Rachael to confirm with Eric that this has been arranged.
 - Roger to organise posters advertising March and April Monthly Meetings.

4. **Finance**
 - Broadband had been changed and should now be faster.
 - Roger to offer access to Beacon to Barry Wilford, our Accounts Examiner
 - Current financial year's outturn should show a small surplus.
 - Noted that Coronavirus could create significant, though not easily quantifiable, financial problems. For example, a lock-down situation and individuals self-isolating would significantly reduce income from group meetings, though the costs of accommodation could be reduced. (Losses could be mitigated by increasing expected group meeting contributions within the year.)

- This year's AGM might have to be postponed. Consideration to be given to changing the constitution to allow virtual attendance at the AGM by a maximum of, say, five members.

5. Membership Matters

- Total membership now stands at 402 members. Five new members joined in February making a total of 65 new members for the year 2019/2020. 49 members pay reduced annual subscriptions and 183 do not take the magazine.
- Renewals: 128 renewals have been received so far leaving 274 outstanding.
- Members who have not renewed by the 31st March will be sent reminders by Janet in early April by email and letter. Failure to renew by the end of April will result in membership being cancelled.
- Janet requested a larger paying-in book. Roger to respond.

5.1 Membership Pack

- Janet listed the contents of the pack for new members to include; new member details (name, address, contact details, member number) Welcome Letter from Robert, U3A Vision Statement, Code of Conduct, Programme Card and Group Timetable.
- A lengthy discussion followed as to the content and layout of both the Programme Card and the Group Timetable during which various suggestions were made. Roger, John and Janet to confer about content and design and bring 'mock ups' to April meeting.

6. Beacon

- Software had recently been modified and so it will still be a few months before it is fully operational.
- Roger and Janet to arrange for all members of the committee to have access to Beacon and to provide help as required in use of the software.

7. Gift Aid

- Bill reported that all is currently running smoothly.
- March is the end of our Financial Year and so he will place a note in the March Newsletter requesting that all outstanding group registers be given to him early in April so that the Gift Aid claim to HMRC can be made as soon as possible.

8. Group Co-ordinator's Report

- John reported that there was some confusion amongst group leaders (and members) about costs of attendance at initial group sessions and monthly meetings. It was confirmed that a contribution of £1.50 was generally expected. The exceptions were Garden Visits and other outings, Indoor Bowls, Luncheon Club, Pub Lunches, Sunday Singles, Swimming and Walking without Stiles, where other arrangements applied, This to be included as an item in the forthcoming Group Leaders Meeting.
- The Learn Something New 'Smart Phone' meeting had been a great success. John to invite attendees to another meeting and invite them to identify a future leader with appropriate expertise.
- Roger to arrange for note to be put on the fridge in the kitchen requesting that open bottles of milk should be fully consumed before opening another bottle.

9. AGM 12 May 2020

- Roger to put the draft Annual Report on Drop Box for members of the committee to read and to make comments if necessary.
- Robert and Janet to agree the mechanics of using Beacon for sending out invitations for the AGM early April.
- It was decided that no special Awards were to be made this year, pending clarification of rationale. Elaine to produce a discussion paper setting out possible criteria for various means of recognising long service and other contributions to Great Glen U3A.

10. Group Leaders Meeting 11.00 a.m. on Friday 24th April in the Methodist Hall.

- Invitations to be sent through Beacon.
- Format to be a lunch and briefing.
- Matters to be covered;
 1. Beacon
 2. Accessibility and Welfare Policy (Lynn Francis to be invited)
 3. Code of Conduct
 4. Payments for first (trial) sessions
 5. Coronavirus
 6. October Open Day and 3 June National U3A Day
- Patricia and Rachael to organise catering for the buffet lunch.
- As many committee members as possible to attend and help.

11. Shared Learning Project 2020 / National U3A Day 3 June 2020

- The focus for the Shared Learning Project is contrasting local occupations in 1939 with local employment today and examining underlying causes.
- Robert and Toni are meeting within the next few days to confirm the 'story-line'. Toni is also putting a film together.
- Lack of interest and input from members was a concern.
- The Village Hall and Sports Hall provisionally booked. However, the Methodist Hall now considered preferable. **Robert to check availability and book if possible.**
- The event probably needs additional attractions and catering.

12. House of Commons Visit 11 May 2020

- The visit is going ahead with 28 members already signed up, some of whom have now paid (£35). The departure time has been revised to 07:30am.

13. Network Matters / Correspondence

- Neither Robert nor Stella have received any correspondence.
- Robert and Roger will attend the Network Meeting on the 27 March 2020.

14. Open Day Tuesday 13 October 2020

- The Open Day is now confirmed for Tuesday 13 October.
- **Robert to book the Village Hall and Sports Hall.**
- The Methodist Hall will probably not be required.

15. Newsletter and Distribution

- The trial distribution via Beacon of the February newsletter worked well.
- 75 Copies for March: 15 Copies for Oadby Library, 10 Copies for Great Glen Library.

16. Date and Time of Next Meeting: Tuesday 7 April 2020 at 2.15 p.m.

17. AOB

- Robert read out the latest advice, received from TAT, regarding the Coronavirus.
- **Robert will send an edited version of this to Lynda for publication in the March newsletter.**
- Rachael reported that we now have a Quiz Team to compete at the District Quiz Night.