

**Witney u3a**  
**Minutes of a Committee Meeting**  
**Held on Tuesday 3<sup>rd</sup> September 2024 at 10.00am**  
**Approved by Committee 2<sup>nd</sup> October 24**

**Present**

Susie [REDACTED] (SW)  
Doreen [REDACTED] (DK)  
Terry [REDACTED] (TMc)  
Lynda [REDACTED] (LG)  
John [REDACTED] (JP)  
Cathy [REDACTED] (CB)  
Marion [REDACTED] (Mcr)  
Mike [REDACTED] (MC)  
Judith [REDACTED] (JH)

**Minutes**

Judith [REDACTED] (JH)

**Apologies**

Marion [REDACTED] (MH)

The meeting started at 10.00am

| Narrative                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Actions   | Date Completed |
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| <b>Minutes for Accuracy</b><br>The Committee agreed the minutes of the meeting on 6 <sup>th</sup> August 24                                                                                                                                                                                                                                                                                                                                                                                       |           |                |
| <b>Matters Arising from the minutes not otherwise on the Agenda.</b><br>Agreement reached that on outings 10 places to be kept for cash/cheque payments.<br><br>Card reader discussed, decision taken not to proceed with card reader. To be revisited in 1 year if necessary                                                                                                                                                                                                                     |           |                |
| <b>Chairs Report</b><br>The report had been circulated ahead of the meeting.<br><br><b>Lapsed Members</b><br>Individual emails sent to lapsed members. 8 members remain lapsed. SW to write to the relevant group leaders, informing them about lapsed members and reminding them that they should not be participating in their groups.<br><br><b>Oxford Public Health Team</b><br>Witney u3a unable to offer the individual support that people being referred through social prescribing would | <b>SW</b> |                |

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| <p>require. Full description of Witney u3a to be included in their guide for people to make their own minds up about joining.</p> <p><b>Oxford Institute of Population Aging</b><br/>Anthony Howarth keen to understand more about Witney u3a and what it offers. He is going to look at list of groups he would like to visit with agreement from Group Leader members of said group. Information about u3a will be included in the community resource pack they are compiling.</p> <p><b>Fit for the Future</b><br/>SW and LG have researched lots of documents and information. SW summarised the issues and presented to board salient points. LG explained to survive u3a needs to move forward.<br/>After discussion it was agreed Witney u3a would vote in favour of resolution.</p> |         |  |
| <p><b>Treasurers report</b></p> <p>The latest accounts had been circulated ahead of the meeting.<br/>Presented and accepted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |         |  |
| <p><b>Business Secretary's Report</b></p> <p>The report had been circulated ahead of the meeting.<br/>Presented and accepted</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |         |  |
| <p><b>Group Coordinator's Report</b></p> <p>The report was circulated ahead of the meeting</p> <p>CB explained she had sent the questionnaire to all group leaders to ascertain current status of groups – whether they wanted to be promoted, amend membership and if they wanted waiting lists. At this moment 26/63 have responded.</p> <p>Room rates have gone up for the next year by 7%</p> <p>CB and DK to confirm that all rooms are booked for next year as Mary is leaving in approx. 6 weeks. As there is now limited capacity at the church, it was further agreed</p>                                                                                                                                                                                                          | CB & DK |  |

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| we should look at options for other venues                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                |  |
| <b>Programme Secretary's Report</b><br><br>The report was circulated ahead of meeting.<br>Presented and accepted                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |  |
| <b>Membership Secretary's Report</b><br>The report had been circulated ahead of the meeting.<br><br>Philip W■■■■ still interested in taking on Beacon Admin.<br>Will attend next committee meeting. LG to send him confidentiality agreement                                                                                                                                                                                                                                                                                                         | LG             |  |
| <b>Outings Coordinator's Report</b><br><br>Report circulated ahead of meeting.<br><br>DK, CB, JP, MH to discuss protocol on adding outings groups to Beacon                                                                                                                                                                                                                                                                                                                                                                                          | DK CB JP<br>MH |  |
| <b>Newsletter, Website and AV Report</b><br><br>All reports circulated ahead of meeting.<br><br>MC would be liaising with SB that afternoon regarding website going live.<br><br>MC would like to give up one of his hats at the end of the year and it will probably be the Newsletter. MC is going to approach member Shaun Wright as a possible successor.<br>Newsletter will go out at the end of the week. Committee would like something on applying for pension credit included in this newsletter.<br><br>MC thanked MC for ongoing support. |                |  |
| <b>Development Report</b><br><br>The report had been circulated ahead of the meeting.<br><br>DK to give brief talk on development role on 17 <sup>th</sup> October<br><br>Beacon only 10 leaders left to start using Beacon                                                                                                                                                                                                                                                                                                                          | DK             |  |

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| <p>New member experience is still a work in progress.</p> <p>DK managed to get 350 more Lions cards – these are free but committee decided to give £35 donation.</p> <p>Members to be encouraged to visit lower hall on speaker days to see future displays from groups. Art group display was successful.</p> <p>In pipeline: Play reading 2 on 19<sup>th</sup> October and provisional groups Sewing in October and Nature in November.</p> <p>Publicity board to include future speakers</p> <p>Pictures and brief description of committee member roles to be sent for inclusion in newsletter</p> <p>48 members (to date) interested in Nature Group with Toby from Wychwood Forest Trust.</p> |         |  |
| <p><b>Any Other Business</b></p> <p>Volunteer Coordinator stepping down at end of November. Discussed possibility of dividing role into books, door café to make it more manageable. DK and CB to discuss role</p> <p>DK circulated a list of members without emails, asking committee to think about our approach. Although some have left, more are still joining without giving an email address. Do we phone them? Are they in groups? Do they attend speaker meetings? Are there other ways we can keep them updated?</p>                                                                                                                                                                      | DK & CB |  |
| <p><b>Date of next Meeting</b></p> <p>Tuesday 1<sup>st</sup> October 2024 at 10.00am</p> <p>The meeting closed at 12.39</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |         |  |