

Witney u3a

Minutes of a Committee Meeting

Held on Tuesday 2nd July 2024 at 10.00am

Minutes approved by committee at meeting on 6th Aug

Present

Susie [REDACTED] (SW)
Doreen [REDACTED] (DK)
Judith [REDACTED] (JH)
Marian [REDACTED] (MH)
John [REDACTED] (JP)
Cathy [REDACTED] (CB)
Mike [REDACTED] (MC)

Minutes

Carole [REDACTED] (CE)

Apologies

Lynda [REDACTED] (LG)
Marion [REDACTED] (MCR)
Terry [REDACTED] (TMC)

The meeting started at 10.00am

Narrative	Actions	Date Completed
Minutes for Accuracy The Committee agreed the minutes of the meetings on 4 th and 6 th June as accurate.		
Matters Arising from the minutes not otherwise on the Agenda. New Volunteer Coordinator. As there is a limit to the number of committee members who can be adopted, for the moment it was agreed to ask Carol [REDACTED] to just attend committee meetings whenever necessary. She will receive all committee papers.	SW/LG	
Chairs Report Election of U3A Chair The committee viewed presentations by the three candidates. A discussion then took place and the Chair also gave some context to the election. It was decided that she will send out the accompanying written texts to members and they can make their preferences known to her before a decision is made.	SW	

Treasurers report The report had been circulated ahead of the meeting. MC confirmed that the IT costs were for the purchase of an infra-red mouse.		
Business Secretary's Report U3A Phone It has been established that most messages left on the phone are about membership. Only one was about training. Therefore it was agreed to discontinue the phone service and direct those people to the email address for members. JP will amend the membership form and MC will ensure the number is not included in the newsletter.	JP/MC	
Group Coordinator's Report DK reported that the Yoga day had been well received. It is hoped to start a second Thai Chi group and possibly a Pickle Ball group. 65 people have shown interest in the Afternoon Tea Groups but clarification was needed on whether the money could be collected in the Lower Hall as this was generally discouraged. The committee agreed it could. The Friday Bridge group have been told to leave the tables up at the end of the afternoon as some have been broken and had to be replaced. Nearly all Group leaders are now using Beacon so CB will be able to take them on in future. JP asked DK for a calendar of events. DK also gave an outline of her first thoughts on her new development role including possibly the opportunity for groups to show in the Lower Hall on Speaker days, improving the new member/visitor experience and linking with external groups. This new member support was discussed and DK said that Jackie [REDACTED] will be taking on this role. It had been suggested that the U3A might take meetings into residential homes. It was confirmed that the U3A is not able to do this though members living there are able to host groups in their own homes as all members can.	DK DK	
Programme Secretary's Report The Chair recorded her thanks to MCr in her absence, who had a difficult time while taking on this role,		

Any Other Business Committee Minutes CE is now the only Minute Recorder. As she cannot guarantee to always attend, especially during the winter months, relief cover will be required. Members were asked to include CE when forwarding their reports prior to meetings.	SW ALL	
Date of next Meeting Tuesday 6 th August 2024 at 10.00am The meeting closed at 12.40pm.		