Witney u3a Committee Minutes

4 June 2024 at the Methodist Church, Witney

Approved by Committee 2nd July 2024

Present
Susie [redacted] - SW
Lynda [redacted] - LG
Marian [redacted] – MH
Judith [redacted] - JH
Cathy [redacted] – CB (observing)
Roger [redacted] – RC
Mike [redacted] – MC
John [redacted] – JP
Marion [redacted] – MCr (observing)
Adrian [redacted] – AD
Doreen [redacted] DK

Meeting started around 10:00

Narrative	Actions	Date Completed
1. Apologies, welcomes and introductions There were no apologies. Cathy Baijpai and Marion Crocker were welcomed as newly standing for the Committee.		
2. Minutes of the last meeting (accuracy) It was noted that some amendments had been received and implemented prior to the meeting; the Minutes were then approved		
3. Matters Arising not on the Agenda Treasurer's Report previous action - currently SW, TmC, DK		

and JH are signatories to the account. The bank was requested to give JP 'read-only' access and it appears that this has now been done. Requesting email addresses from all members - to be carried forward. MC to put this request in the Newsletter and SW to announce in the speaker meeting. Treasurer's report - re breaking down the U3A invoice to show the charge per member. TMcC confirmed that the invoice just says £4 per member, using current numbers as of 31 March. Membership Secretary's report – It was confirmed that death notices can be put in the Newsletter if requested. JP noted this. Caveat that these would also be viewable on the website, as the Newsletter appears there. Funeral arrangements would therefore not be included.	Completed MC, SW	
4. **Chair's Report** (previously circulated) SW discussed some key items from her report: The Group Leaders' meeting, which had been postponed, will be 9 or 16 July. The volunteers' tea party went well. SW will be away from 8 – 30 June. LG will take her place at the Speaker Meeting on 20 June. U3A insurance – SW referred to the workshop she had attended, Keep It Legal. Most of what they advised, we already do. However, the workshop leader suggested that we should not be allowing non-members to come on trips, even if they sign a waiver absolving Witney u3a of any responsibility. It was generally agreed that waivers offer little or no protection to the person/organization leading the outing. This will be discussed at the Group Leaders' meeting. AD said he had not completed his action point re the Privacy		

policy, but would look through his files to see where he had got to. LG said she would follow this up with him.		
It was noted that last year, although the main insurance had been paid, the additional amount (£60) covering such things as copyright, etc, had not. TMcC said he had not received a bill for it. It was agreed the Committee would like to know exactly what this covers, and to see the policy, and what will happen if there have been any issues in the year with no cover. TMcC to enquire about these points with the insurer via Trust u3a.	AD, LG	
AGM – the papers have gone out.	TMcC	
There is a new Volunteer coordinator, Carol (in the report) who will take over from both Kay and Lis, neither of whom wished to continue. This brings the rota coordinator and volunteer organizer role back under one person as they used to be.		
SW asked whether the holder of this role should be on the Committee. A decision was delayed until we have found a replacement IT organizer It was confirmed that the Committee cannot exceed 12. Up to 2 people can be co-opted.		
Group activities in the lower hall: SW said she was still unsure how to respond to the art group (Keith), who now have a specific date in mind. It was agreed the decision will have to wait till after the Group Leaders meeting.	SW	
SW to inform Keith		
Item 9 of the report: SW said she wanted to propose a new Committee role, for someone to help develop Witney U3A, looking for new ideas and opportunities. The role title was TBC.		
DK was willing to take this on as she was standing down as Groups Coordinator. All were in agreement to this new role.		

Fit for the Future: SW said there were numerous papers on the website, but the main question seems to be "How does the U3A Council (a new body) communicate with the U3A Trust Board?" This is still up for debate and needs clarification.	SW	
5. Treasurer's Report (previously circulated) TMcC said this was much as usual. Income consists of membership subscriptions. The key items of expenditure are the Magazine, and Beacon reporting system. Speakers and hall hire are also big expenses. It was suggested that as the magazine is so costly, it would be worth asking members to confirm if they want it. Anyone wanting to stop receiving it can contact JP. Advertising covers the production, but we pay for the postage. An electronic version is not currently available.		
6. Business Secretary's Report (received by email 1 May 2024) LG said she had nothing to add except to thank DK for sending past Committee minutes, which LG intends to keep on the Cloud. She now has a complete set.		
7. Groups Coordinator's Report DK confirmed that all groups taking money are now on the ledger. A couple of group leaders need help with Beacon. Not all groups take money. The group support fund will be passed to CB. In the past, if a new group did not raise enough to pay the hire of rooms, then DK paid it from the fund. This is a useful back-up. It was agreed to carry on with this fund, currently standing at £163.		

Bridge group – three of the tables had become broken. Three more tables have been bought and DK is asking £60 from each group (half each). An 8 weeks bridge course is starting in August, led by Mark. SW asked if it was clear enough on the website that you can't join a group unless you belong to U3A. It was agreed this could be improved but needs more thought on how best to convey the message. DK and CB to discuss. As part of the handover, DK and CB need to consider changing contact details available to non-members accessing the website.	DK/CB	
9. Programme Secretary Report (received by email 1 May 2024) MCr said she had nothing to report yet. The speaker following the AGM on Thursday is coming by train and MCr will pick him up at Oxford station.		
10. Membership Secretary Report (previously circulated) JP reported current membership is 723 including 51 who joined since 1 March. 607 have either joined or renewed. There are 172 who should have re-joined, and if they don't do so by the end of the month they will be considered "retired". We could end up with about 100 lapsed members. Payment by BACS is now possible. There is a form to complete and a payment to make, and if either is missing, the membership is "pending". JP to email non-payers and tell them they will become lapsed. He will start with those booked onto outings next week, as this is urgent.		

JH proposed asking people for reasons if they don't renew. It was agreed to carry this forward for discussion on how it would be done. To be put on the agenda for the July meeting.	JP, TMcC SW	
11. Outings Coordinator Report MH reported that the Beaulieu outing was very successful. She thought the venue had much improved recently, with more things to do. The Salisbury outing is next week.		
12. Newsletter Report MC said a great deal of copy was sent in for the May issue.		
13. IT, Website, Audio Visual Report (including discussion of IT training offer to members) RC said he had prepared a document explaining what he had been doing in the role, to aid with handover. SW said the document gave excellent detail. An away-day has been set up for the Yoga group, and an IT person will be going with the leader to help out. RC is awaiting MH's report on Beaulieu. RC confirmed he is willing to continue for the time being, pending the new website being fully operational.		

! MC said he has had 2 video calls with Gill, re access to the main website. He has been unable to contact the U3A team about this. He was going to ask them to migrate the site, and let them know he would be Webmaster. Gill will retain access although she's stepping down, as she thinks it will take MC 2-3 months to become familiarized. SW said when Gill finally stands down, she will formally mark this in some way on behalf of the Committee. AV: there has been a lot of interaction with Mike Buckle SW had been contacted by a member and his wife about the hearing loop, as they thought this function wasn't turned on at the last speakers meeting. It was clarified that this does come on automatically but the hearing aid has to be switched to a particular setting. There are areas of the hall where the signal is poor. Those with hearing aids need to be advised where to sit, ie towards the centre of the hall. It was noted that hearing aids varied enormously. MC to reply to this member. RC confirmed that a further microphone has been sourced for the AGM. Someone must be available to pass this round. MC agreed to ask around for someone.	MC MC	
14. A.O.B DK asked what was happening with the phone whose number was on our website and on the membership form. This was a pay-as-you-go Tesco mobile. SW said there had been no calls and no messages. It would		

not transfer calls to an iphone. It was confirmed that PAYG phones would not transfer calls. LG volunteered to take the phone while SW was away. It was agreed this should be put on the agenda for the next meeting, as it was important not to leave people unable to make contact, and the phone was currently hardly used. JP asked if there would be, as in the past, a group photo of the new Committee. SW agreed this could be taken care of at the July or August meeting.	LG SW JP	
15. Date of next meeting **Tuesday 2nd July 23**		