



**Minutes of Committee Meeting held at  
14:30 Tuesday 7<sup>th</sup> May 2024**

**PRESENT:**

Vivienne Fleet, Chair; Sue Ogilvie, Business secretary; Ian Mayfield, Treasurer and Membership Secretary; Jan Gordon, Committee Member, Stephen Hall Committee Member

**1. Apologies**

Susie Amodio, Groups Coordinator

**2. Minutes of Last Meetings**

Accepted as a true record.

**3. Matters arising from Last Meeting**

- 3.1.** The PC Cable has been PAT tested. The PAT test should be repeated every 12 months. The next test will be due in March 2025.
- 3.2.** Ian has revised and re-issued the application form.
- 3.3.** Ian and Vivienne are liaising to ensure that new members are welcomed with a phone call. Ian will circulate an updated members list. **IM/VF**
- 3.4.** There was discussion about how to account for monies within our groups. It was agreed that all monies need to be accounted for and included in the annual audit. It was agreed that we should meet with our group leaders to agree the process. Ian and Susie to have an initial meeting with Geoff Hoskin to discuss how best to manage the finances of our individual groups. Larry (auditor) to be included in this meeting; Vivienne will also attend. **IM/SA**
- 3.5.** Susie has confirmed that the creative writing group need the room in the Jubilee Hall.  
The poetry group charge £28 for the year. It was questioned whether it might not be possible to charge per session, rather than annual rate. Susie to check with the group leader. **SA**
- 3.6.** Sue will include a covering note in the next newsletter for Dorothy Davidson, to ask if she plans to re-join, and to ask her to let us know at the next meeting. **SO**

Other actions complete or addressed in the following record.

**4. Membership Update/Finances**

**4.1. Membership Update:**

We have 129 members paid up to date (7<sup>th</sup> May). This is an increase over last year's numbers at this stage. Some have paid but have not yet submitted their completed membership forms. We need to ask our Group Coordinators to get new attendees to complete the form. **SA**

**5. Treasurer's Report**

**5.1. Financial Situation**

Ian has circulated the latest summary.

**5.2. Contactless Payment**

This is in progress. Ian will finalise details on his return from holiday.

**5.3. Other Financial Points**

Committee members were reminded to ensure that claims are submitted for any expenses.

Ian will revise his budget projection for presentation at the next committee meeting. **IM**

**6. Special Interest Groups**

Update scheduled for next meeting.

**7. Committee Administration**

**7.1. Policy Documents:**

The Complaints Procedure and Disciplinary Procedure documents have been added to the website.

**7.2. Trustees Declaration of Eligibility**

The committee members have each signed a copy. These have been scanned and will be added to the external storage when it is available. **SO**

**7.3. Siteworks**

David Willoughby has circulated a list of our current web pages. We need to identify which if any are obsolete, and therefore not to be migrated to siteworks. A lot of the potentially obsolete data is related to our groups, so we would like Susie to review with the appropriate groups. **SA**

NB. Sue need to continue to include David Willoughby on our newsletter circulation even though he is no longer a member of Coquetdale u3a. **SO**

John Dalrymple has agreed to act as our backup webmaster.

We must migrate data from our repository to external storage before the migration to Siteworks. Sue is to organise this move onto USB sticks, and to split the data so that Ian can be responsible for the financial data. **SO**

It was agreed that the minutes of our committee meetings should be available through the website.

The revised timeline for Siteworks means that updates will not be possible during June. Thereafter updates will have to go through the webmaster or deputy webmaster until our group coordinators have been trained in using the new system. We need Susie to notify all Group Coordinators that they should make sure that they make any updates this month and let them know of the timing of the move to Siteworks, with training being available for them in July. **SA**

**7.4. Constitution Update**

The constitution template is not being updated; it is just the guidance that is changing. Vivienne will create a template and share it with the committee. It must then be submitted to the central u3a office for approval for review at our next AGM. **VF**

**8. Socials and Talks**

**8.1.** The **garden party** is scheduled for 19<sup>th</sup> June. The cost as advised by the Three Wheat Heads is £11.50 per head. It was agreed that the cost should be subsidised so that all members pay £6.00, giving a discount of £5.50. Group coordinators will be fully subsidised as a thank you for their efforts during the year.

Vivienne will check the availability of the band from last year.

Sue will include details in the next newsletter.

**VF  
SO**

- 8.2.** The next **Quiz** is scheduled for 29<sup>th</sup> June. Vivienne will respond to the Jubilee Hall to their comments about the set up and dismantling of the hall. **VF**  
Vivienne will also email Pete Burrow about the donations to the Jubilee Hall, as it was agreed that we don't need to retain quiz takings as to provide a cushion for future events, now that all monies are included in a single set of accounts. **VF**
- 8.3.** A date of 19<sup>th</sup> August has been suggested by for the **Foraging Walk** by Gemma Gee (the Cramlington Forager), there was discussion about suitable venues, including Tosson Lime Kiln, Simonside, Lordenshaw and Blue Mill. Attendees will be asked to pay up front to prevent no shows if the weather is bad.
- 8.4. 2025 Talks.** Vivienne has already identified 9 speakers, with a suggestion that a musical theme would be good for January. The committee all agreed that the proposed speakers sounded excellent.

## 9. Publicity

### 9.1. Simonside Show

Vivienne asked for volunteers to help man the table at the show, but none of the committee present were able to commit to the date of 11<sup>th</sup> August. It therefore looks likely that we will not have a presence at the show.

### 9.2. Publicity Material

It was agreed that Vivienne should go ahead and purchase suitable publicity material including boards and bunting. **VF**

Vivienne has investigated the possibility of obtaining a grant from the u3a for publicity material, but it was agreed that the administration involved rendered this approach not worth the effort.

Ian agreed that he could store the publicity material and bring it to our monthly meetings.

The publicity material needs to include information from our group coordinators about their groups.

### 9.3. Over the Bridges

A donation of £50 was agreed, with the possibility of a further donation later in the year.

## 10. U3a Network

**10.1. Volunteer Week** is 2<sup>nd</sup> to 9<sup>th</sup> June. It was agreed that Susie will be asked to send a thank you card to our group coordinators, to include an invitation to the garden party (letting them know that the cost will be covered by our u3a). **SA**

**10.2. u3a week** is 21<sup>st</sup> to 29<sup>th</sup> September. We have a quiz scheduled for 21<sup>st</sup> September.

**10.3.** The **u3a Festival** is in York on 18<sup>th</sup> to 20<sup>th</sup> July. To be publicised in the Newsletter. **SO**

**10.4.** The **u3a** provides access to extra benefits for members through the u3a Friends Extra benefits scheme. To be publicised in the Newsletter. **SO**

## 11. AOB

**11.1. u3a Matters Magazine** – Susie to check with group coordinators to check who wishes to receive a paper copy of the magazine – particularly any new coordinators (Ray Aplin and Josie Kielty) **SA**  
nb. Ray has already indicated in October that he is happy to read the online version, so we just need to check with Josie.

**11.2.** Susie has been contacted by Rothbury Bridge Club regarding an invitation to a beginner's session, but this was seen as outside the scope of the u3a, so no further action will be taken.

**11.3.** There was a query about visitors and / or guests attending groups and the implications for insurance. This is ok for those attending taster sessions before joining the u3a (maximum of 2 taster sessions), but any ad-hoc guests would not be covered and should sign a disclaimer when attending. Stephen will put together a disclaimer form for use by groups. **SH**

## 12. Date of Next Meeting

Monday 8<sup>th</sup> July 10:30.