



Minutes of Committee Meeting held on 4th November 2024

PRESENT:

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

1. Apologies

None

2. Minutes of Last Meeting.

Accepted as a true record.

3. Matters arising from Last Meeting

3.1. Ian has circulated an updated members list and will continue to notify Sue and Vivienne when the membership changes. This will enable Vivienne to contact new members with a welcome phone call. This is ongoing. **VF**

3.2. Vivienne is attending each of the groups and will raise the issue of financial recording with the relevant group leaders. This is ongoing. **VF**

3.3. Ian has written to Dorothy Davidson but has received no reply. We therefore assume that she has left the u3a.

3.4. Raby Castle visit: there has not been enough interest to justify organising the trip.

3.5. Sue is to resend the details of the Coquetdale email account to Vivienne. **SO**

3.6. Contactless payment is up and running. Sue and Susie to be set up. Following the meeting, the app worked ok on Sue's phone, but we had some problems with Susie's. **Ongoing task**

3.7. Generic email addresses. Ongoing. Sue to contact Chris. **SO**

3.8. December talk confirmed for 16th.

3.9. Our secretary will be our voting representative for any upcoming national u3a elections. This needs to be added to the Secretary's role description. **SO**

Other actions complete or addressed in the following record.

4. Treasurer's Report/Membership Update

4.1. Financial Situation

Ian has circulated the latest summary, and the latest financial projection shows that we still have a healthy balance. There was some discussion about how to make the best use of our funds, and it was agreed that we would plan to subsidise the Garden Party and possibly other events and keep the membership fee at a very reasonable £10.

We are still waiting for an invoice from The Queen's Head for the pre-Christmas get together that was held for our group co-ordinators. Ian will follow this up. **IM**

4.2. Membership Update

We have 161 members paid up to date (4th November). Ian is circulating updates to ensure that the secretary's mailing list can be kept up to date.

We have recorded emergency contacts for about half our members. We will use our next monthly meeting as an opportunity to check details with members. If anyone chooses not to record an emergency contact, we will record it on our records as "withheld".

5. Groups Update

Our new 'Knit and Stitch' group has its first meeting scheduled for Wednesday 6th November.

Dave Fleet is Organising a Natural History group. An initial meeting is planned for Wednesday 20th November at the Golf Club.

We will hold our pre-Christmas get together for our Group Co-ordinators on Monday 2nd December at 3:30 in the Queen's Head. This will be publicised as a 'Pie and Punch' event.

6. Committee Update

6.1. Website Status

There are still some updates outstanding. Sue Ogilvie to check if the AGM and Committee Meeting minutes are on the website. **SO**

The 'New Shoots' section appears to be redundant and can be removed.

The web admins have asked that requests for amendments be sent via a spreadsheet. We are waiting to see how practical this will be for the users.

The Website training was useful for our group coordinators. Future training will be on a 1 to 1 basis with Vivienne. We wish to record our thanks to Chris Brooking for his help with the training.

6.2. Succession Planning

There was some discussion about succession planning, given the normal 3-year tenure of our committee members.

We would also like to invite some additional members to join the committee. Josie Keilty and Chris Dixon may join the committee next year. Vivienne will invite both Chris Brooking and John Dalrymple. **VF**

7. Social Events: The New Year Quiz on 4th January

Pete Burrow has indicated that he might not be available for the January Quiz but he would still supply the questions. We agreed to go ahead and see how it goes.

The golf Club can accommodate a maximum of 80 people.

It will be open to our u3a members and their guests, and we will need their payment and food requests in advance. A deadline of 16th December was agreed,

The £10 fee will include supper, the quiz, and a raffle.

We need to source raffle prizes and prizes for the quiz winners. Pete Burrow usually does this, if he is unavailable Ian agreed to deal with this.

There will be a maximum of 6 per team.

8. Publicity and Communication

8.1. u3a Matters Magazine – The only recipients now are Vivienne in her role as Chair, and Brian Staff.

8.2. Over The Bridges – The text for the next edition of Over the Bridges has been organised. The electronic version will be available before our annual lecture, but

the printed copy will be later. Information about the lecture will be on the CoNet screens.

Susie has had a great response from the UCRG, and she will continue to liaise with both the UCRG and Longframlington to get our articles in their newsletters if possible.

SA

8.3. November Newsletter – Sue will endeavour to circulate the next newsletter before November 20th (the first meeting of the Natural History group). **SO**

It was suggested that we might include a 'Welcome to New Members' segment. Ian will organise this. **IM**

We will also include a 'Members News' segment and we asked Jan if Simon would write a short item on his activities with the Royal British legion for the November newsletter.

Vivienne has created a poster template which we can use to publicise our monthly meetings. We will include the CoNet screens for this.

9. Monthly Meetings

9.1. The September and October meetings were well attended. As a follow up to September's talk about the beavers we will consider a future outing to the beaver enclosure.

The new table layout in October was well received, and we plan to continue with this layout in future.

We will encourage people to come early for the monthly meetings to take advantage of the free refreshments, and to have an opportunity to socialise before the talks.

9.2. Annual Lecture – all is in place for Sunday 24th November. Refreshments will be served, to include mince pies. Last year we had about 50 attendees.

9.3. 2025 Talk Program. Vivienne has put together a great list of speakers. The committee agreed to continue this year's practice of including a talk in December since the end of year social seems to work better in January.

10. Wider u3a

There was some discussion about the North Northumberland Network of u3as. It was confirmed that our members can join Alnwick u3a as associate members for £11.60 per year. (nb. Vivienne has suggested that a fee of £13.50 would be payable if the TA Matters magazine is included, but I don't think that this is an option for associate members, and if it is, then the magazine costs £3.80, giving a total cost of £15.40)

11. AOB

11.1. Sue is to confirm the current recipients of the T A Matters magazine. (confirmed as Vivienne and Pauline / Brian Staff)

11.2. Our Policy and Procedure documents will be due for review over the next few months. Initially we need to review the Data Protection document and the Privacy Policy. Sue will check and circulate these for review by the committee. **SO**

Date of Next Meeting: Monday 6th January 2025, 2:30