



Minutes of Committee Meeting held on 2nd September 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 Meetings

Amended at point 3.4 to show that Ian was actioned to contact Dorothy Davidson, then 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. **In Hand**

3.2. Larry Lampert has indicated that he cannot contribute anything new to the proposed meeting, so the meeting can go ahead without him. Geoff Hoskin is ok with attending. The meeting has taken place. Vivienne plans to attend each group and will check their financial records and pass them to Ian. This is only applicable to groups handling money. **VF**

3.3. Susie to check with the Poetry group leader to confirm if it is possible to charge per session, rather than the current annual charge. The website now reflects that there are options for payment other than the annual charge.

3.4. Ian will write to Dorothy Davidson to ask if she plans to continue her membership. **IM**

3.5. Ongoing action for Susie to ask Group Coordinators to get new attendees to complete the membership form. Action Complete.

Stephen has put together a disclaimer form for visitors to our groups, but he questions its validity. The signing of a form might make visitors aware of potential issues but would not remove our responsibility.

Vivienne will check with the Chairs' forum whether visitors from another u3a will be covered by insurance. It is confirmed that they are covered.

3.6. Raby Castle visit: Raby Castle closes to visitors at the end of October, so we need to decide by the end of September. Vivienne has emailed Pete and will let us know his response. **VF**

Chris Dixon is ready and willing to drive the minibus. He is also prepared to help with driving for the UCCT, which means that his training costs will be met by them. He will also consider joining the committee, but is busy until October, so we will invite him to our next meeting in November.

3.7. Ceilidh Dancing. The group coordinator is Marion Lambert.

3.8. Sue is to let Vivienne have details of the Coquetdale email account. **SO**

Other actions complete or addressed in the following record.

4. **Membership Update/Finances**

4.1. **Membership Update:**

We have 155 members paid up to date (2nd September). Ian will circulate further reminders to the 16 members who have not yet paid. There are a few members who have paid, but who have not provided any contact details. **IM**

5. **Treasurer's Report**

5.1. **Financial Situation**

Ian has circulated the latest summary, and the latest financial projection shows that we still have a healthy balance. A possible payment holiday was discussed and will be revisited towards the end of the financial year. Another option would be to subsidise a Christmas event.

Ian will send a donation of £50 to Over the Bridges. **IM**

5.2. **Contactless Payment**

The card payment machine is working, and it was agreed that Sue Ogilvie and Susie Amodio will be added to the users to act as backup for Ian. **IM/SO/SA**

6. **Future Quizzes**

Vivienne and Pete have visited the Golf Club, and it is proposed to have a u3a only quiz there after Christmas. The room hire would be £75, and food can be provided at £8 per head, so it was suggested that we charge £10 entrance (to be confirmed). Vivienne will check Pete's availability. **VF**

7. **Publicity and Communication**

7.1. **u3a Matters Magazine** – Clive Wilkinson is to be removed from the list of recipients. We await a final decision on whether Brian Staff and Valerie Apted need printed copies.

7.2. **Members emergency contact details** – these are being collected on the membership form. Some groups have collected the information, but some are still being collected. The details need to be held centrally by Ian.

7.3. **Marketing** – The text for the next edition of Over the Bridges has been sent, but no confirmation has been received.

Susie will send some text for the Harbottle newsletter. **SA**

7.4. **Email addresses** – it was agreed that it would be sensible if our u3a officers used generic email addresses (similar to the one used by Ian as Treasurer). The advantage of this would be that when committee members change, the email address would continue to reflect the role rather than the individual. Sue will check with our Web Administrators on how to progress this. **SO**

7.5. **September Newsletter** – Sue will circulate during next week (commencing 9th September). Items to include

Update on the foraging outing

The proposed New Year Quiz

September's talk on 16th

Groups update (to include Book Group vacancies, and proposed new Knit and Stitch group)

Website update (including contact information for our new Website Administrators)

Report on Vivienne's upcoming visit to the Turner exhibition

We also want to publicise our upcoming talks, and Susie has indicated that George is willing to put something together for us which can be added to the Jubilee Hall noticeboard.

8. Future Events

- 8.1.** Vivienne will look at organising a talk for December as there will not be a quiz. Suggested date is 16th December. **VF**
- 8.2.** Next Year's talks – Vivienne has scheduled talks for the first few months and has some ideas for talks later in the year. The Garden Party will be on 16th June, and it was agreed to book the Three Wheat Heads.
- 8.3.** The AGM is scheduled for May. It was suggested that we should also have a brief talk about Biddlestone Chapel, with a possible follow up visit in August.

9. u3a Network / 3rd Age Trust

Sue Ogilvie will be our voting representative for any upcoming elections; specifically, that for the Vice Chair. Vivienne will circulate summaries for the two candidates and the committee then needs to agree which to vote for. **VF/SO**

10. AOB

- 10.1.** The Annual u3a Committee Update Form needs to be updated. Sue will complete and return it. **SO**
- 10.2.** John Dalrymple has been contacted by some group co-ordinators looking for help with updating the new website. Vivienne and Susie will set up a meeting with John and Chris and will organise sessions with the group co-ordinators. **VF/SA**
- 10.3.** A date of 2nd December was proposed for the social for our group co-ordinators. Vivienne has confirmed that we can use the restaurant at the Queen's Head from 3pm until 4:30.
- 10.4.** It was agreed that we would like to welcome people to our annual lecture on 24th November with a glass of wine. Jan will check with the Jubilee Hall that we can use their glasses. **JG**

Date of Next Meeting: Monday 4th November 14:00