



Minutes of Committee Meeting held on 6th January 2025

PRESENT:

Vivienne Fleet, Chair; Sue Ogilvie, Secretary; Ian Mayfield, Treasurer and Membership Secretary; Jan Gordon, Committee Member; Stephen Hall, Committee Member; Josie Kielty and Chris Brooking, Observers.

1. Apologies

Susie Amodio, Groups Coordinator

2. Minutes of Last Meeting.

Accepted as a true record.

3. Matters arising from Last Meeting

3.1. Vivienne is attending each of the groups and will raise the issue of financial recording with the relevant group leaders.

3.2. Sue has re-sent the details of the Coquetdale email account to Vivienne. Vivienne, Ian and Chris will check out the details of managing multiple email accounts following January's monthly meeting. **VF/IM/CB**

3.3. Generic email addresses. It was agreed to start with a generic email address for our website managers. Chris will check this out. **CB**

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

3.5. The inclusion of a 'Welcome to New Members' section in the newsletter will be addressed in future newsletters (as and when we have new members)

3.6. Sue has reviewed the relevant Policy and Procedure documents; they need to be added to the website to reflect any changes. **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 we continue to have a healthy balance. Jordann has been asked to invoice us for both the 2023 and 2024 Group Coordinators Christmas meetings.

We will discuss the possibility of a 'payment holiday' for our membership at the next meeting.

Ian queried an invoice from the Jubilee Hall regarding 2 bookings in October. It was agreed that the first of these was provisional and did not happen. Ian will therefore just pay the relevant sum for the 18th of October. **IM**

4.2. Membership Update

We have 165 members paid up to date (6th January). Ian continues to circulate updates to ensure that the secretary's mailing list can be kept up to date.

Ian will check if Linda Short has joined. If not, Vivienne will contact her. **IM/VF**
(Following the meeting, Linda has contacted Vivienne for details of how to pay and where to send her application form. Vivienne has put her in touch with Ian.)

Liz Griffith has been in touch via the Longframlington newsletter and is another potential new member.

5. Groups Update

We would like to record our thanks to Chris for his support in training our Group Coordinators to update their Group pages.

Also, thanks to our Group Coordinators and committee members for attending the Pie and Punch event in December.

We are delighted to note that we have two recently formed groups – the Knit and Stitch group (which is already full, and a second group would be initiated if necessary); and the Natural History Group, which has its first meeting scheduled for 15th January.

Susie plans to contact our Group Coordinators individually within the next couple of weeks to thank them for updating their group pages on the website (or to remind them to do so!)

6. Committee Admin

6.1. New Constitution

The proposed new constitution was reviewed and discussed.

Matters arising from the discussion....

We should provide a way for our members to nominate a proxy vote if they are unable to attend any meeting requiring a vote. Sue will draft a Proxy nomination form. (Thank you to Stephen for sending a potential template for this) This needs to be in place prior to our AGM. **SO**

Overall, the terms of the proposed u3a constitution were accepted by the committee with a few minor amendments such as the removal of the reference to the role of Vice Chair.

It was agreed that the period for payment of annual subs should be set to a 12-week window. Failure to pay during this period could result in membership being terminated.

We will consider additional roles within the committee of a Publicity Officer and a separate Membership Secretary.

Prior to the AGM we need to provide the necessary paperwork to nominate and agree the committee posts. **SO**

Vivienne will make the agreed updates and forward the document to the u3a for their approval. **VF**

6.2. Succession Planning

Vivienne, Ian and Sue have been in post for 2 years in April. The mandatory 3-year term will be reached in 2026, so not only do we need additional committee members, but we will also need new officers to take over the roles of Secretary, Treasurer, and Chair.

Sue has indicated that she might stand down as secretary at the upcoming AGM, in which case we need to identify and appoint a new secretary.

Chris Brooking and Josie Kielty attended the meeting as observers, and both agreed to consider joining the committee.

7. Social Events:

7.1. The New Year Quiz on 4th January

We have had positive feedback about the quiz – the venue and food were both good, and we would like to continue to support the Golf Club by using it for future events.

Pete has suggested a summer quiz, which was agreed to be a good idea. Josie has offered to help with the organisation.

JK

7.2. 2025 Garden Party

We don't know what the situation will be with the Three Wheat Heads as it's for sale. Other options for the venue were discussed, and it was agreed that Jan will check with the Rose and Thistle at Alwinton, to see if they could cater for the event.

JG

If we decide to go further afield, it was suggested that we could use the minibus to ferry people to and from the venue.

8. Publicity and Communication

8.1. January Newsletter – Sue plans to circulate the January newsletter before our next meeting on 20th January and will ask for contributions.

Suggested items include an update about Chris as a new driver for the minibus, some preliminary communications about the upcoming AGM, a request for members to step up and join the committee, and Vivienne's poster to publicise the meeting on 20th.

SO

9. Monthly Meetings

9.1. The Annual Lecture in November was excellent, and very well attended. It was suggested that we might organise a trip to the Ad Gefrin site sometime in the future. Vivienne will follow this up.

VF

9.2. December's talk was also well received.

9.3. 2025 Annual Lecture. Vivienne will check with Alan Beith to see if he can provide a suitable lecture for this year's event.

VF

10. AOB

10.1. We have received a Thank You letter from Over the Bridges for our donation.

10.2. Vivienne will email Chris the timetable of events to be uploaded onto the website.

VF

10.3. 2025 Dates – Vivienne will check dates, given her upcoming holiday plans, which could impact the AGM and the Garden Party.

VF

(nb Vivienne's holiday plans have been put off until September, so there is no impact on either the AGM or the Garden Party)

Date of Next Meeting: Monday 3rd March 2:30