

## **Rutland U3A Committee Meeting Wednesday 16<sup>th</sup> August 2024 @ 9.30am Oakham Town Council Offices, Long Row**

### **Attendees:**

Stuart Mason SM, Hedley Greaves HG, Keith Townsend KT, Christopher Clark CC, Wanda Allen WA, Caroline Henry CH, Janice Ferguson JF, Flic' Brewster FB

### **Apologies**

None

### **Minutes of Last Meeting**

Minutes Approved and signed

Matters Arising

Data Protection – Bryan Howard has resigned from the committee but attended briefly to give a Summary of Data Protection as of today. Copy of the presentation is held with the minutes.

Summary

UK & Europe have accepted the same Data Protection Guidance.

Definition of a Personal Data Breach includes everything that is held in a written form by U3A Umbrella organisation and Regional U3As

We must consider all Data collected, its use, how it is stored. Every year when renewing members tick to show that they have accepted GDP.

It must be kept secure – firewall & password protection and laptops accessing the data kept secured and only used on a secure network i.e. not public in coffee shop etc. Any breaches of this must be notified to the DP Officer ASAP.

If you don't need access don't have it.

Access for Rutland U3A restricted to The Committee on need to know in particular roles/responsibilities

Breaches of Data – to prevent this never share passwords, only use Blind email, if bulk email required must have written permission – gained when members joined.

Major breaches must notify The Information Commissioner's Office

The National U3A has a full copy of recommended Date Protection Policy ours has been condensed to 4 pages to include all pertinent points.

Bryan was thanked by The Committee for his hard work and keeping everyone safe. Bryan left.

Appointment of New Members following AGM elections in June.

Chair – Stuart Mason,

Secretary – Hedley Greaves

Treasurer – Keith Townsend

Groups Secretary – Christopher Clark

Speakers Secretary – Wanda Allen

Membership Secretary – Janice Ferguson

Safety & Data Protection – Caroline Henry

Minutes – Flic' Brewster

Everyone has been registered with the Charity Commission

Proposed – CC

Seconded – WA

### **Chairs Report**

Reminder not to use Beacon on 22<sup>nd</sup> August

Christmas Dinner – this has been organised by Sharon & Caroline at the Wisteria Hotel. It will be advertised in the Newsletter. We need 30+ to make it viable and the cost includes Wine & Tips. Keith is arranging a spreadsheet for payments.

AGM was quorate thanks to Hedley for the hard work put into arranging voting etc on-line to make this possible. Query from Caroline that there was nothing in the Newsletter just before or as a follow up.

Wanda thought it might be possible for group leaders to talk to their members about joining the Committee. It was suggested that maybe those who greet new members might also ask if they would be interested.

### **IT Report**

Read by committee

### **ACTIONS**

- IT training for Flic' & Caroline – Mike O'Shea to arrange
- PPG requested using Newsletter to try to reach out to wider community for members & ideas. Discussed – Turned down as it could set a precedent for other organisations.
- Retired Treasurer (Bob) still has access to Beacon. He has been re-writing software/policy and is only halfway through. After brief discussion it was agreed that his access would be continued. Stuart to inform Mike O'Shea

- Speakers have been confirmed through until November 2025 bar one date. It was decided that speakers can bring their own laptop if they prefer with a backup of The Chair's laptop being available at each meeting. They can bring a memory stick as a backup. We do need some offers of members to do Technical Support at the Meetings as it is falling on 1 member at present. Note in newsletter to see if we could get a Team together to help out on the Monthly Thursday meetings. **Action HG**

- Committee members please wear lanyards at the Monthly meetings to help identify ourselves. **Action all**

### **Membership Secretary**

Still a thorny problem of contacting those who either have no or do not wish to be contacted by e-mail. Newsletter copies available at Monthly Meetings.

### **Groups Secretary**

Due to the migration from Beacon to Siteworks there are no changes to the individual Groups pages. After complete do we want to change the front page of Rutland U3A? A standard Format for all Group pages? CC will progress.

**Action CC**

Later in year it was suggested we organise a meeting for group leaders to take them through Siteworks and access etc. Possibly make a social occasion to say thank you.

**Action CC**

### **ACTION**

- Committee to look at other U3A pages to compare and come back with some suggestions of likes etc.
- Send an email to Group Leaders about Beacon & Siteworks & not to panic – training on way.

### **Social Secretary**

Still need a member to take this on. At present a shared responsibility for the Christmas lunch only.

We are aware that those not using email may not get the invitation to the Christmas Lunch.

### **ACTION**

- Janice to give Flic' these members Addresses so that an invitation can be sent to them by post. Essential in case they don't feel included.

## **Secretary's Report**

Pat Testing – Chairs Laptop when the year is up and on the new one.

Asset Register to be updated

Succession Planning – Hedley has one more year before he steps down – it would be helpful to have shadow member in place to ease the transition. A note will be put in the Newsletter to see if anybody is interested. **Action HG**

## **Treasurer's Report**

Keith has queried the use of Direct Debit for membership – the bank has indicated that it would not be cost effective for the relatively small membership of the U3A in Rutland.

The anomaly on Beacon of cheques being paid in with Beacon has been sorted he believes so books should now balance.

## **ACTION**

- All Committee Members please read The Finance Policy before our next meeting – it is on the website. We can then agree at the next meeting.
- Aim for Treasurer to produce an Abridge Version (2 sides?) by 2025.

## **AOB**

It was agreed that the Groups Meeting at Victoria Hall in February is to be repeated.

Prior Notice – Janice may be away for an extended holiday around the next Membership Renewal Period. How to process Cheques may be a problem.

Meeting Ended @ 11.15am

Next Meetings

October 30<sup>th</sup> 2024 @9.30

Jan 16<sup>th</sup> 2025 @ 9.30

Groups Meeting Victoria Hall February 6<sup>th</sup> 2025

AGM 2025 TBC