

Rutland U3A Committee Meeting Wednesday 19th June 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, Flic' Brewster FB

Apologies

Janet Bilby, Janice Ferguson, Bryan Howard

Welcome

Caroline Henry

Minutes of Last Meeting

Minutes Approved and signed

Matters Arising

Actions from last meeting checked through

Nomination Forms sent out to members and returned – no new nominations from members for committee.

New Platform 'Siteworks' for Rutland U3A Website was signed for on National U3A website by SM & HG

- **Action** SM needs to check if BH had passed the copy of the Data Protection Policy to Mike Shea

No other outstanding Actions from previous minutes

Chair's Report SM

SM submitted a copy of the report for the AGM Committee agreed – highlighting need for more volunteers if the Rutland U3A is to be effective.

- **Action** SM to contact Victoria Hall regarding earlier start for AGM of 10.00 & members from 9.30am

It has been reported that 1 member has not been getting attachments on U3A emails – this is on going and trying to resolve the issue.

IT Report MS

Training is being arranged for using Siteworks

There will be a cost to move the Membership Secretary to MS365 for next year

Sue Moorcroft & Mike Shea have a workshop arranged for June linking U3A with local NHS providers to achieve a 'One Stop' holistic support within Rutland and hopefully 'spread the word' about the services and support available within Rutland.

Speaker Secretary

Query Regarding number of bucket collections at monthly meetings for Speaker Charity. Committee agreed maximum of 2 per year.

WA has been approached as to possibility of asking the 2024 RACE ACROSS THE WORLD contestants from Rutland to come and speak to the U3A

Possibility of National Memorial Arboretum to come and speak to U3A also.

WA would like to prepare for succession planning in the role with a possibility of somebody shadowing WA for a year – similarly to JB and JF

Membership Secretary's Report

Accepted by committee in absence of JB

- **Action** JF needs an HSBC Paying In Card for cheques etc Treasurer and JF to arrange.

Groups Co-ordinator CC

Group members were sent an email requesting them to check that the information on their group page was correct, overwhelming response CC going through this returned information with a view to condensing the information.

The new Mindfulness Group Leader would like to contact group via email to introduce herself and set up a meeting of those interested.

- **Action** CC to contact those who have expressed an interest to ensure that members are happy for email addresses to be given to the new group leader.

Group Leaders need to check that members of their groups have paid their U3A subs.

HG to get the U3A flyers out of storage to give to CC to distribute to various locations round the county to promote the U3A. In future may need to purchase more from national U3A with some personalisation specific to Rutland Contact info.

Regarding WHATSAPP use by groups be alert to any problems of misuse reported.

Social

Sharon & Caroline have kindly offered to organise a Christmas Lunch at Wisteria Hotel would like a spreadsheet for receipt of payments

- **Action** KT

Suggestion that at the annual recruitment meeting in February. Committee members to attend and wear badges with possibly a base where interested members could find out about the Committee.

Used to be a coffee morning meet up for new members we aren't sure if this still happens. It used to be Jane Gillion. It has stopped. FB has offered to take this on.

- **Action CC to find out.**

Possibility of an informal 'Get Together' for Group leaders to say thank you.

- **Action SM & HG with CC to explore**

Data Protection

As BH has stepped down HG to check the Review Date for the DP Policy.

Secretary's Report

No equipment needs PAT testing as new this year.

AGM planning as referred to throughout the Meeting. Voting for committee members need 15% of the membership to vote to meet the Quorate number. Forms are sent out by HG electronically before 30th June. The results are then analysed and presented at the AGM. This has been done in previous years.

Treasurer's Report

The Financial Policy will be reviewed this year and will be reduced in size to make it a more relevant and referrable document. This has been delayed due to elongated process of setting up KT as the Treasurer of the U3A after the resignation of previous Treasurer. This will be completed by the end of 2024.

- **Action KT**

KT took the committee through his report on PowerPoint presentation.

Nick Greenfield Examined the Financial Reports for 2023-24. Thanks to Bob for preparing them at the end of his tenure.

Nick will not do next years FB to ask her contact

- **Action FB**

Reduce the subscription £1 in 2023-24 to reduce the surplus balance held 81.75%

New Subscriptions 2024-25 £10.00

Social Activities has reduced as there as not been trips etc organised

Income dropped 68.98%

Expenses National Quarterly Magazine costs have increased.

Equipment costs increase – Trolley for heavy equipment for meetings, Table Top Display Boards These have been added to the Asset Register. The old Printer held by Membership Secretary has been taken off the Register as surplus to requirements MS to donate to recycling project.

Liabilities ECD & Tai Chi have paid their fees currently held in bank delay from Langham Village Hall in Invoicing hence larger than expected. This is being chased.

Reserves have dropped to 43.82%

Committee Agreed on the Report for Presentation at AGM

Proposed CC

Seconded WA

AOB

New Committee Members to have access to Beacon & training once the AGM has confirmed their appointment

Next Committee Date to be confirmed after AGM and new committee members confirmed.

Meeting closed 11.30 am