



Committee Meeting 13th March 2024
held at
12 Bowgate Gosberton PE11 4ND

Present

- Rosemary McClements- Chair
- Mel Gordon - Vice Chair
- Sue Morris - Secretary
- Barbara Charity – Beacon Administrator
- Bernice Adcock – Speaker Finder
- Dawn Kent – Treasurer
- Gill Allen - Spalding & District u3a member

No.	Item	Action
1	Welcome and Introductions Chair welcomed present committee members and introduced Gill Allen – see item 5 below. The efforts and achievements of the out-going Groups Co-ordinator, Jane Davis, were acknowledged with thanks. Jane was presented with a parting gift from the whole membership at the March Monthly meeting.	
2	Apologies for Absence Heather Girdlestone – Membership Secretary.	
3/4	Minutes of Committee Meeting 18 Jan 2024 – matters arising. It was agreed to postpone the Groups Fair, initially proposed for August 2024 monthly meeting. It was felt that Surfleet Village Hall is too small a venue for the purpose. Other possible venues to be investigated: Dozens Bank Wedding Venue (Vice Chair); and Holbeach Hub and Community Centre (Treasurer). A potential new Groups Fair date of March 2025 was discussed - tbc. A replacement speaker for August has been arranged (see item 9). Minutes signed off by Chair.	MG DK RMcC
5	Vote in Group Co-Ordinator Replacement The constitution allows for up to 3 members to be co-opted onto the committee by committee members. Gill Allen was unanimously accepted as the new Groups Co-ordinator and formally welcomed in her new capacity.	
6	Review of u3a Constitution The constitution was accepted with no changes. The next review date is March 2027. The Website Administrator will be asked to ensure the published constitution shows a correct 'date last reviewed/ date of next review'. During her report (item 8), the Treasurer advised that she would be willing to continue in her role after October 2024 when her current period in office ends; however, the existing constitution does not allow for this. Chair to seek advice from National Office about a possible amendment to the constitution.	SM RMcC

7	Chair Report Among the many on-going administrative tasks undertaken by the Chair, the following are highlights: • Various communications with members and group leaders to procure articles for the website, newsletter and wider publicity. • Groups – much information gathered by phone and emails to produce an accurate and up to date group listing. An interim listing has been sent to all members. Resulting corrections/additions are currently being collated. Produced a procedure checklist for creation of future new groups. • Several regional and national Chair meetings attended virtually. Reports sent to committee members. • Attended New Members’ Meeting and Social Events Committee meeting. • Chair’s Monthly Bulletin written and sent out to the membership. • Liaised with Website administrator re updated items for the website. Also met to discuss upgrading the current website content, with a view to migrating to a new platform in the near future. • Investigated possible alternate/supplementary local venues for whole membership gatherings. • Publicity – handed out flyers at a Rotary concert in Spalding; articles written for the Newsletter and local press. Matters Arising: • Change of format of monthly meetings: from September 2024, refreshments will be taken before the notices and speaker presentation. The new timings are: i. Urn to be switched on at 12:30pm by a committee member and not the member who currently supervises provision of refreshments. ii. Refreshments to be available as members arrive, from 1.30pm onwards. iii. Notices to members given just before introducing the month’s speaker at 2.15pm. Speaker duration to be 45 minutes plus time for questions. iv. Clearing up in the kitchen not to be undertaken until after the speaker has finished, to allow kitchen volunteers to be fully involved in the meeting and to minimise noise. It was agreed that all committee members will arrive early at September’s meeting to help address any teething problems. • Presentation issues at the monthly meetings: the membership has reported occasional difficulty in hearing presentations when seated at the rear of the hall. It was decided to investigate the cost of upgrading the current audio speaker system (purchased in 2006). Replacement to include audio speakers for front and rear of the hall, Bluetooth (i.e. cable free) technology, and possibly an adjustable height projector table. Vice Chair to undertake and report back to the next meeting.	ALL MG
8	Treasurers Report Latest accounts were presented and explained. No queries arising – Spalding & District u3a is healthily solvent! As the Treasurer is also currently responsible for administering the enrolment of new members, it was decided that in future the agenda will include a joint Treasurer/New Member item. 61 new members have enrolled since 1st June 2023. It was decided to welcome new members, and inform the membership about deceased members, via future editions of the Quarterly newsletter.	MG

	Some members have requested to be provided with a physical membership card, as opposed to printing the copy which is sent to them as part of the enrolment procedure. These will be available at monthly meetings. To be ordered from the u3a website. Several items of membership housekeeping issues were discussed: i. Secretary to print off new membership forms for the Groups Co-ordinator to distribute to Group Leaders- this is to allow enrolment of non- Spalding & District members who occasionally present at group meetings. ii. All committee members to be informed in advance of the date of new members' 'welcome' meetings at Bookmark in Spalding. This is to spread the load of meet and greet duties. iii. Committee members to have name and role badges, to be worn at monthly meetings, so that new members can identify them – Secretary to produce and distribute. iv. The "New Members Group" currently on Beacon is redundant and to be removed.	SM SM/GA HG SM BC
9	Speaker Finder Report The calendar for the next few months has been provisionally arranged as follows: Aug 24: Antarctica Expedition (see item 3/4) Sep 24: Peggy Spencer and Ballroom Dancing Oct 24: AGM plus a short talk on Finance Matters for the Third Age Nov 24: Talk/music from the leader of local band Retrospekt (a current member) Dec 24: Xmas party, details tbc Jan 25: tbc Feb 25: a virtual talk about Kings Lynn Mar 25: Group Fair In general attendance at monthly meetings is rising which reflects the appeal of the speakers being booked. The National Office condition that speakers can be paid a fee but cannot be offered a donation was reiterated.	
10	Report from Social Events Committee Places on current planned events are being taken up by the membership with some being full. Events for the second half of 2024 are in the process of being planned. It was noted that some events not organised through the Social Events Group have been advertised to all members. On one occasion this caused a potential clash of dates. The committee agreed that best practice is for all membership-wide events to be discussed with the Social Events Committee to prevent conflict of dates/content etc. and to ensure due process is followed in matters such as risk assessment and insurance through the National u3a. Chair to cover this in the next Monthly Bulletin.	RMcC
11	New Members Report See item 8.	
12	Website Update a) Vice Chair and Website Administrator attended a training webinar on the new platform (SiteWorks) and are now working through the training material provided. The workload has been divided into technical (Website Administrator) and content (Vice Chair). Vice Chair to liaise with all group	

	leaders about new group-specific web content. This will be an ongoing process. Migration to SiteWorks is imminent (a matter of weeks) although no date has been set. Advice during the webinar was to update the design and contents of our current website to reflect our requirements before migration. Changes to the way information flows from the groups to the Website Administrator will be required, as well as changes to the responsibilities of both the group leaders and the Groups Co-ordinator. Future plans for SiteWorks include merging the new platform with Beacon, which may well require Beacon administrator to work with Website Administrator. Website Administrator has requested that as an organisation we plan for cloud storage of all u3a files and documents. This was agreed. All of the above is a significant amount of work, and not fully defined at present. Information will be fed back to the committee over the coming months as and when details become clearer. b) After discussion, it was felt that use of generic email addresses (addresses to the office and not to the person) by committee members is currently a matter of personal choice so no change is recommended. This will be reconsidered in future should the Website Administrator judge that it has become necessary.	MG
13	Groups The Group Listing (see item 7) will be updated in April once all feedback has been collated and verified. It will be sent to all members with the Chair's Monthly Bulletin. A covering letter will explain that in future this list will be produced automatically by SiteWorks and Beacon. a) Chair reported one issue: there is a query concerning the Art Group(s) continued member contributions as the one-time start-up amount has been used to purchase materials. Groups Co-ordinator to investigate further and report back to next meeting. b) Procedure for starting new groups: see item 7. Chair and Groups Co-ordinator to liaise/develop Chair's initial work before initiating a meeting with Group Leaders. Date of this meeting to be in May, i.e. before the end of our financial year when accounts are submitted.	RMcC GA RMcC/ GA
14	Publicity Officer It was agreed that a publicity officer would be a valuable addition to the committee. The role and responsibilities to be developed. In the first instance, the membership is to be approached to ascertain if anyone has experience and/or would be willing to volunteer for the role. Vice Chair to design a flyer to advertise the role.	MG
15	Access to systems It was confirmed that in addition to the Beacon Administrator, others who have access to Beacon include all committee members and group leaders. It was also confirmed that member Frank Wilson is our Facebook administrator. Chair to contact Frank to ensure former Groups Co-ordinator is removed as joint Facebook administrator due to no longer being in role.	RMcC
	Any Other Business i. Refreshments at monthly meeting: Secretary to purchase insulated coffee jugs. Volunteers for a kitchen rota to be requested at the next	SM

	monthly meeting. Secretary to contact volunteers as a reminder two days before they are scheduled. ii. Chair cannot attend April's monthly meeting – secretary to give out notices. iii. 20 green chairs that are the property of Spalding & District u3a are now back in Surfleet Village Hall.	RMcC SM
	Date of Next Meeting 10am on Wednesday 13 March 2024 at 12 Bowgate, Gosberton PE11 4ND	

Signed _____
Rosemary McClements, Chair

Date _____