u3a Spalding & District

Committee Meeting 29th May 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
- Gill Allen - Groups Co-ordinator
- Heather Girdlestone - Membership Secretary
- Wendy McCallum - Groups Co-ordinator deputy

No.	Item	Action
1	**Welcome and Introductions**	
2	**Apologies for Absence** Dawn Kent – Treasurer	
3/4	**Minutes of Committee Meeting 15th April 2024 – matters arising.** a) Succession Planning – Elections are held each year at the October AGM. The treasurer cannot stand again and it was felt this is a crucial committee role that needed careful forward planning to ensure continuity. Prospective candidates for the role could shadow the out-going treasurer in the months before the October election to 'learn the job'. The Chair undertook to alert all members to the impending treasurer vacancy in a monthly bulletin well in advance of the election. b) It was agreed that a WhatsApp group would be a useful communications tool for committee members. Secretary to set one up. Committee members who already use WhatsApp to assist those who don't if required. c) Ad-hoc help from the membership – members indicate if they would be willing to help on their membership application form. Treasurer to be asked to compile a list from the 2023-2024 forms. List to be maintained and shared from now on. Secretary to add an appeal for volunteers to the membership renewal letter. Minutes signed off by Chair.	**RMcC** **SM** **DK** **SM**
5	**Chair Report** a) July meeting: alternate venue due General Election – Spalding Services Social Club has been booked. Members will be advised at the June monthly meeting and in the Newsletter. Equipment to be taken from Surfleet Village Hall after the June meeting. Vice Chair will not be present at the July meeting so someone else needed to	

	set up the projector, sound system etc. Members with previous experience to be approached. Speaker Finder to liaise with booked speaker about change of venue and ensuing issues. b) Security of Surfleet Village Hall cupboard – Chair has written to the Hall Trustee for clarification and will oversee removal/disposal of redundant resources. Chair to report to the next committee meeting.	**BA** **RMcC**
6	**Treasurer Report in absentia** – the accounts summary provided by the Treasurer was received with thanks and there were no queries. a) The membership fee for 2025-24 was agreed to be set at £18 (an increase of £2), with a £3 reduction for payment before August 1st 2024. Membership to be advised in the renewal letter that this is the first rise in annual fees for at least 10 years. b) Request for help from members – to be included in the letter (see item 3/4c above). c) Collection of membership fee – options to be clearly stated in the renewal letter to be sent to members on June 1st. Treasurer and Secretary to be on hand to collect cash and cheque payments at both the June and July monthly meetings.	**DK/SM**
7	**Speaker Finder Report** The speaker booked for September has cancelled and will be replaced by a humorous talk entitled 'In and Out at the Top'. Upcoming Newsletter to reflect the change. The December speaker has requested an addendum to the existing song sheets (12 Days of Christmas and Ding Dong Merrily) – Secretary to produce. a) June meeting – the speaker has requested specific parking arrangements which will be accommodated by committee members during the meeting set-up. The proposed 90 degrees rotation of seating will be helpful to the presentation.	**MG** **SM** **ALL**
8	**Report from Social Events Committee**. Events for 2024 are now finalised and will be advertised by flyers sent to members, as well as in the upcoming newsletter. Details will also be on display at the monthly meetings – Secretary to ensure frame is available and up to date, including notification of sold out events. If the organiser of an event cannot be present at the event, it was agreed that a member of the Social Events Committee should deputise. Communicating with non-email members (10 in number) was discussed. Groups Co-ordinator to contact each member to find a way forward. The Chair of the Social Events Committee, also our Vice Chair, gave notice that he will be stepping down from the role at the end of 2024. The Committee thanked Mel Gordon for undertaking this role with great success, producing a successful, varied and entertaining programme of events for the whole membership. a) Frequently Asked Questions about Insurance at events – a general discussion produced the following points: i. Due diligence – Monthly meetings should start with information about fire exits/procedures; public venues used for u3a group meetings should be checked for public liability compliance; incidents and accidents should continue to be recorded. Due diligence procedures to be developed by Chair. ii. Attendance at Social Events – attendees must be: a full member; an associate member with proof provided of	**MG** **SM** **GA** **RMcC**

	membership of another u3a branch; or a carer of a full member, with the cared-for full member also in attendance.	
9	**New Members Report** Membership Secretary reported 11 new members for the period 1/4/24 – 26/5/24.	
10	**Publicity** a) It was decided not to have representation at the Surfleet Celebrates event in September. b) New 3-fold leaflet – potential design discussed and by committee members. Vice Chair to produce in Publisher for discussion/sign off at next meeting; to also research print production costs, once a dedicated branch phone number has been set up (see item 11b).	**MG**
11	**Website Update** a) The move to SiteWorks is in progress. Update to be given at next meeting. b) It was agreed that a mobile phone dedicated to Spalding and District u3a would be useful to provide a fast and personal response to both potential and existing members. The number would be available on the website and publicity material such as the 3-fold leaflet (see item 10b). It was envisaged that committee members would take responsibility for the phone on a rota basis. Secretary to purchase SIM once in receipt of a spare phone from any committee member.	**SM**
12	**Group Co-Ordinator Report** a) No issues were reported from any group. b) The Group Leaders meeting is scheduled for 3rd June – report at next committee meeting. c) The offer of Fenchurch Care Home as a venue for group meetings was welcomed and the limited parking was flagged.	
	Date of Next Meeting 2pm on Monday 1st July 2024 at 12 Bowgate, Gosberton PE11 4ND	

Signed____

Rosemary McClements, Chair

Date____