



Committee Meeting 1st July 2024
held at
12 Bowgate Gosberton PE11 4ND

Present

- Rosemary McClements - Chair
- Mel Gordon - Vice Chair
- Dawn Kent - Treasurer
- Sue Morris - Secretary
- Barbara Charity - Beacon Administrator
- Bernice Adcock – Speaker Finder
- Gill Allen -Groups Co-ordinator
- Wendy McCallum - Groups Co-ordinator deputy

No.	Item	Action
1	Welcome and Introductions	
2	Apologies for Absence Heather Girdlestone – Membership Secretary	
3/4	Minutes of Committee Meeting 15th April 2024 – matters arising. a) Treasurer/other vacancies: the member currently running the book stall has indicated that they wish to step down. Chair to use monthly bulletin/monthly meeting introduction to remind members of the existence of the book stall and to appeal for volunteers for running the stall. Secretary to make a direct approach to a member who has expressed interest in helping. Discussion about whether to continue to charge for books or to offer for free was unresolved. b) Letter shared from Surfleet Village Hall trustee concerning access to store cupboard: u3a does not have exclusive access. Committee is happy contents are secure. Old projector stand to be disposed of. c) Tea supplies for July monthly meeting: Chair has collected from Surfleet Village Hall. Discussion concerning strategy for refreshment personnel - unresolved. d) Due diligence procedures – Chair to contact National Office for clarity and report back. Ethos that we look after each other to be emphasised. Chair shared a draft evacuation procedure for meetings held at Surfleet Village Hall which was discussed. Chair to produce final version and to circulate to all committee members. e) 3 Fold branch promotion leaflet – draft produced by Vice Chair discussed and amendments noted. QR code to link to new website (see item 11). New phone number to be shown (see item 11b). Vice Chair to investigate printing once outstanding information supplied. Minutes signed off by Chair.	RMcC SM RMcC RMcC RMcC MG

5	Chair Report a) Chair fed back on South Lincolnshire Network Group (SLNG) meeting: 3 branches sent representation. Speaker recommendations to be shared among groups – to date our branch has provided info but none has been returned.	
6	Treasurer Report – the accounts summary provided by the Treasurer was received with thanks and there were no queries. There are no concerns about available funds. Receipt of Third Age Matters magazine (12 recipients in our branch/ 5 issues per year) continues to be problematic. Treasurer to contact publisher for resolution. It was noted with gratitude that the increased programme of events run by the Social Events Committee has resulted in an increased work load for the treasurer.	DK
7	Speaker Finder Report The Speaker finder gave notice of their intention to stand down at the October AGM. Speakers are booked until February 2025.	
8	Report from Social Events Committee. A further event has been organised for 2024 – a visit to the Burtey Fen Collection in Pinchbeck (theatre organ venue) on December 9 th . Events for 2025 are in hand with several dates pencilled in. A new leader plus at least 3 additional members for the Social Events Group will be required from January 2025.	
9	New Members Report Treasurer reported 8 new members since June 1 st 2024. A reminder to existing members who have not yet renewed will be sent out before the end of July. Group Co-ordinator to ask group leaders to monitor group members who have not renewed and who attend groups after August 1 st . Chair to ask Membership Secretary to organise a New Members coffee morning later in July. It was agreed by the committee that the reduced fee for Associate Membership (belonging to more than one u3a branch) will no longer be offered from 2025/26.	DK/SM GA RMCC
10	Publicity Chair found an old A4 branch publicity poster. Committee agreed to update, laminate and distribute to venues in the locality. Vice Chair to action.	MG

11	Website Update a) The move to SiteWorks is ready to go live once the following actions have been completed: i. Committee members to create generic emails for their post ii. Content for seated exercise group to be submitted to Web Administrator iii. Chair, Vice Chair, Treasurer and Groups Co-ordinator to be provided access to the beta site for perusal/comments/amendments and to provide feedback to the Web Administrator. The Web Administrator recommends a branch strategy to keep the new site up to date. Groups Co-ordinator to remind all Group Leaders at the twice -yearly Group Leader meeting. The Vice Chair volunteered to be the single point of contact for: submitting updated content to the Web Administrator; the quarterly newsletter; and the Facebook page. Details of the Facebook Group are to be included in the Welcome letter and the latest Newsletter is to be sent with it. b) Secretary has researched the cheapest method of funding a standalone phone - cost is £2.95 per month. Secretary to set up payment from branch bank account and distribute phone number to necessary recipients. c) Secretary to task Web administrator to advise necessary recipients of correct website address once Siteworks is live.	ALL WMcC RMcC/MG/DK/GA GA MG DK SM SM
12	Group Co-Ordinator Report: The Group Leaders meeting took place with no matters arising, and there are no issues to report from any of the groups. Vice Chair complimented the leader of the Sunday Lunch group on a very successful operation. Chair to liaise with Art Group leaders re their display of work at the August meeting. It was felt that other groups could be invited to display their work in subsequent months. Secretary to ask Patchwork and Quilting Group Leader to cover September.	RMcC SM
AOB	a. Sound system – Vice Chair has researched a replacement microphone set at a cost of £131.99. Committee agreed to its purchase. b. The person hired to set up chairs at the monthly meetings is unavailable in August. Secretary to ask Web Administrator to deputise. c. Vice Chair advised that blanket Beacon emails should be checked for success of distribution. A large email to a large population may require a split distribution. d. Treasurer distributed a list of members who have indicated their willingness to be involved in administration in some way. e. Vice Chair requested a video of the Singing for Fun group in action for publicity purposes and volunteered to take the video should a convenient opportunity arise. f. Membership cards have been ordered from u3a National Office and will be made available at monthly meetings. g. Chair to follow the example set by The Oddfellows and compose a feature article about our branch for local press. h. Secretary advised that the £10 monthly fee for printer support is now being charged after 6 months of free support. Fee to be set up from the branch bank account.	MG SM MG RMcC SM
	Date of Next Meeting 2pm on Monday 19th August 2024 at 12 Bowgate, Gosberton PE11 4ND	

Signed _____
Rosemary McClements, Chair

Date _____