

Haverhill & District U3A
Minutes of the 132nd Committee Meeting
Monday 18th October 2021 at The Haven Haverhill

1.0 Present

Peter Tatam (Acting Chair as Chair has resigned);
(Interest Groups Coordinator);
Mark Pollington (Assistant Treasurer);
Barbara Lavender (General Secretary); (Membership Secretary)
Steve Green (Assistant Membership Secretary)
Fran Armes (Minute Taker);
Caroline Choat (Events Coordinator);
Wendy Foster (Speakers Secretary);
Gerry Sexton (Publicity Manager);

Invited guest Barbara Cordina, a Trustee from the East of England U3a, attended part way through the meeting

1.1 Apologies

Dilwyn Roberts(Treasurer);

2.0 Minutes of the previous meeting (held on 20.09.2021)

The minutes were agreed and signed as a true copy by the Acting Chair.

3.0 Matters arising

The minutes of the August meeting were signed by Lesley as Chair, but not handed to Barbara as General Secretary. Later on in this meeting Barbara Cordina confirmed that Peter could sign a copy of the minutes with a note as to the circumstances. Peter

4.0 Resignation of Chair

Lesley has formally resigned as Chair. She has sent to Barbara Cordina, of the East of England region of the U3a, a list of issues she is concerned with. These are mainly process and information issues.

5.0 Treasurer's report.

Mark presented this, see attached, in the absence of Dilwyn. The forecast was based on a membership of 450 people and working out fixed costs. If membership increases this will be represented in future reports. A figure of £807 was found for the expected surplus or profit in July 2022.

Caroline queried the balance on the July column as she had a different figure. The difference may be due to different month end time points taken. Caroline and treasurer to go back to resolve the difference. Caroline, Dilwyn, Mark

6.0 Events Committee report.

Enrolment / Open day

This went very well with a large number attending and several new members joining. The mayor stayed for a long period of time, visiting most of the group tables. A letter of thanks has been sent to her. Caroline had substituted some of the large tables with smaller ones as more groups attended and more smaller tables might be needed in future meetings. One irritating feature was that the lights kept going down and having to be reset. Peter to ask Haverhill Arts Centre if the problem has been fixed. Peter

Wendy had done a *Speakers corner* report for the News and Views. Wendy

Lectures

The October speaker has been emailed. As acting Chair Peter needs to provide the information for the rolling screen. Peter

The November speaker is Henry Wilson from Reach. We cannot give a donation to Reach as it is another charity. We can only cover the cost of the speaker's expenses. However personal donations to Reach can be made by individual members of the U3a. Reach have a food bank and as such Wendy proposed that a box should be placed at both entrances to receive donations which must **not** be short life products. There will also be a collecting box for personal monetary donations. There must be someone to oversee the latter. This will be advertised in News and Views and on the website. Wendy to email Caroline and Gerry for advertising in social media. Wendy, Caroline, Peter

The News and Views deadline date is two Fridays before the meeting which is on 16th November.

Xmas event

It was realised that the previously proposed online quiz would be too easy as people would look up the answers. Therefore, a photographic quiz would be set taking photos of tops of doors with contestants identifying the building. Peter had already started taking photos and Steve would assist. It will be advertised on the website and by email. And Barbara would print labels. Send out separately to those 20 or so not online. Answers in January News and Views. Gerry to put on website as an extra.

Peter, Steve, Barbara, Gerry

National U3a Day

This day has been moved to 21st September and to within the weekends either side, as the former day was too near the Queen's Jubilee. So we could do on a market day. It clashes with the Open day. We could call it the 40th year celebrations. A decision was deferred to the next meeting at the suggestion of Barbara. Peter to contact the Meadow and Kedington re the barbecue re the change. Peter

Other events

July sign up day again.

July Haverhill show.

Printing costs should be put in the budget.

7 Members and Groups :-

Barbara reported that since the 1st July we had 68 new members, 56 had not renewed, 85 had renewed from last year so we had 455 in total including 2 honorary members. We have done well to be down only 10% as the national trend is for membership to be down by 20% Peter has sent out an email to all group leaders to check membership cards
Of those that have not re-joined – Aldine will know which ones in her group to contact to see if they will re-join.

We had 3 or 4 possible volunteers. One person was thinking about joining the committee. Caroline wanted to know if any would help the events committee.

Free tea and coffee was provided at recent events in Haverhill. In future Wendy suggested free tea and coffee for volunteering days but for the sign up day perhaps the Church group we saw could provide if we pay. **Caroline Wendy to find out**

Social prescribing – cannot do as we are not a care organisation

Suffolk walking group have an advert/poster in Sainsbury's. Perhaps could have a similar one in places like the library with more information at the information desk.

Gerry and All

Groups report

Peter reported on Enrolment day. A new group, short tennis, has 35 members. Badminton on Monday is looking for a venue. New group calligraphy –several interested but no teacher. We know of a lady in Thetford who teaches calligraphy. Hu3a could pay expenses to get group started. Most groups are operating normally but the table tennis club is closed. The table is jointly owned by HU3a and Steeple Bumpstead. We could give up our half of the table.

Barbara Cordina suggested we could have short term groups eg a 6 week group.

It was suggested that the calligraphy group could possibly to do signage for various events.

We have not had a groups meeting for a long time. Get one within the next month. Find a venue to hold for 2 hours possibly West End Congregational Church or Bowls. **Peter**

8 Governance

Barbara Cordina reported that Lesley has resigned as Chair. Following feedback given to her, Barbara outlined the help and support we can get from the Charity commission and 'support for u3a's on the u3a website – see the attached sheet.

Key points to note are:

The essential Trustee document: what you need to know and what you need to do The Charity Trustee declaration of eligibility should be completed and signed by every trustee and ideally updated each year

All Trustees should sign up to the code of conduct for Trustees

All u3as should have a constitution

All u3as should have a complaints and disciplinary policy, a privacy policy, a GDPR policy, finance policy and a safeguarding policy.

Members can book themselves on online tutorial courses

All group conveners should complete Risk assessments. We could have generic risk assessments for seated in someone's home, and lecture theatre/ hall and walking group. Should be reasonable and sensible.

Make members aware of their personal responsibility and undertaking tasks at own risk. Also taking responsibility for what they eat. Possibly outline on renewal form.

Barbara Lavender has the Policy files files such as the essential Trustee. The Policy documents should go on the website.

Fran put all this on the agenda for next time

Roles of trustees-

These are our job descriptions, we need to finalise these and give to Barbara (Lavender) to hold in the secretary file.

All

9 Website

We need to find out who owns the domain name –and if this is Lesley we need to get it transferred into the name of HU3a. This can either be done with the help of Lesley or if that is not possible close down the website and buy a new domain name. The site was developed under WIX. The u3a site builder is on hold as is Beacon2.

Peter

Caroline has done a survey of nearby u3a websites see attached summary. Now we need to decide what we want bearing in mind that all the Trustees must agree to changes on the website. Gerry's first tasks are to 1. remove all need for a password and 2. link the groups page to an individual page for each group (using a generic style).

Gerry and all

Caroline to ask each group what they want and put the list of dates of next meetings not just say "every third Tuesday" Don't put phone number on.

Caroline

AOB

1 Fran to join Events Committee

2 Concern was expressed that we do not always know when someone has died and do not want to distress family by sending out letters and emails to them. Perhaps group conveners could let us know if one of their group dies. Obituaries are only done for Committee members.

Next meeting 10am on the 15th November in the Haven upstairs