

Minutes of Monmouth u3a committee meeting 19th June 2023

Bridges Centre - Wye Room 11.30am – 13.30pm

1	Present (Alphabetical order)	Frank Birch, Sue Cobourne, Simon Durrant, Heather Elliot, Mel Hughes, Dan Jones (Chair), Cherry Lewis, Averil MacDonald, Ros Parkinson, Sheila Rowland, Pauline Saunders, Diana Wilkinson, Sheila Woodward Zoom: David Hoyle
2	Apologies	Adele Glenn
3	Minutes of the last Meeting – Agreed	
4	<p>Review action grid - Action grid reviewed and updated. Most items discharged/completed. Reviewing printed publicity to be deferred until new committee in October. Suggested that time to collect information about member interests might be at membership renewal. Review of constitution discussed at this point but see item 16.</p>	
5	<p>Rolling Calendar – a new electronic version had been prepared including columns to record last/next action dates. To be updated to include comments at meeting and made available on website.</p>	
6	<p>Chair Report Reassurance has been provided by council that the future of Bridges Centre is secure. Currently no plan to sell.</p>	
7	<p>Financial Report Financial situation is good. Awaiting changes to be authorized to that u3a Monmouth can take advantage of gift aid. Awaiting invoice from u3a as an annual return has not yet been submitted to them.</p>	
8	<p>Membership report Currently 514 members. Small increase (4) over previous month. Next new members meeting agreed for Wednesday 12th July. Noe: due to unavailability of room on 12th, new members meeting has been moved to 10am on 10th July.</p>	
9	<p>Group Coordinators report A spreadsheet has been produced classifying groups as one of:</p> <ul style="list-style-type: none"> - Being active in Beacon - Needs contacting soon - Needs contacting in 3 months <p>More information needed about three reading groups and how they operate. Volunteers identified to visit each group on fact finding mission.</p> <p>Film group due to have inaugural meeting on Friday 23 June. Plan in place to perform necessary</p>	

	<p>risk assessment before then.</p> <p>Establishing a pickleball group was discussed. Level of interest needs to be established but funding for necessary equipment would also need to be found (£210). Various suggestions were made for finding this, e.g. grant from Sports Wales.</p>
10	<p>Safeguarding Policy Document currently on website related to this topic should be removed.</p> <p>Policy has been re-drafted and circulated prior to meeting. Meeting approved in principle but some further rework required before publishing.</p> <p>Safeguarding contact details and Risk Assessment template have been requested from TAT. Awaiting response.</p> <p>Should consider whether u3a mobile phone is a possible means of contact, re: safeguarding concerns.</p>
11	<p>Magazine A request to conveners will be sent asking for content.</p>
12	<p>Future Programme Events are organized for 18th July (summer party), 15th August (Nelson Gardens – to be publicised shortly), September and October. Noted that the AGM will take place immediately prior to the October event and the guests in October should be informed. Summer party will include a music quiz requiring a piano which needs to be booked as well as rooms. Action for David?</p>
13	<p>Duration and Succession of committee roles Brief review of who is expected to stand down at next AGM and which committee members would be content to cycle into new roles. Expected that a new social secretary and a new group coordinator will need to be found. Discussion about how to encourage members who may be interested in participating in the committee, to step forward. An email will be distributed to membership in the near future to encourage this and will be supported by inclusion of suitable material in newsletter (and also email?).</p>
14	<p>Well-being news Need to create a well-being role profile on web site. Need to determine where the u3a phone is and whether it is appropriate to continue using this as a contact point to support u3a Monmouth activities and services (including well-being).</p>
15	<p>Purpose of monthly members meeting Discussion centred on how this should be branded – “monthly meeting” being considered somewhat unattractive. “Monthly Event”, “Third Tuesday” were amongst suggestions, and there was also a view that highlighting that it is normally free would be a positive. Further, it was felt that this event needed greater prominence on the web site, the suggestion being that a “what’s on” button on the home page could give direct access to this and similar information.</p>
16	<p>Review of constitution Constitution was agreed less than a year ago, and as approving changes requires is non trivial it was agreed not to proceed with review. It was noted however that there are some numbering/formatting issues with the version available on the website that should be investigated.</p>

17	<p>Ross u3a – possibility of reciprocal agreement Idea of a reciprocal agreement rejected. Significant admin overhead in managing and if Ross u3a members are interested in Monmouth activities it is inexpensive for them to join directly.</p>
18	<p>Wye July An invitation to participate in Wye July had been received. Meeting rejected this proposal. Chair to pen a suitable response to email invitation. Alternative ways of generating interest were discussed including idea of an “Open Day” hosted in a venue such as the Shire Hall.</p>
19	<p>Admin Support for following days meet and greet agreed.</p>
20	<p>Web report After some discussion of content, it was suggested that all committee members should consider what are the one or two pieces of information they would most like to know about how the website is being used.</p>
21	<p>AOB Inclusion of an item to encourage interest in the u3a in Monnow Voice (September issue) was discussed. Article to be prepared. Noted that cost of doing this previously had been around £170</p>
22	<p>Date of next meeting 11.30am Monday 17th July 2023 – Wye Room Bridges.</p>