

Minutes of Monmouth u3a committee meeting 17th July 2023

Bridges Centre - Wye Room 11.30am – 13.15pm

1	Present (Alphabetical order)	Frank Birch, Sue Cobourne, Heather Elliot, Dan Jones (Chair), Cherry Lewis, Sheila Rowland, Pauline Saunders, Diana Wilkinson, Sheila Woodward Penny Blood (observer).
2	Apologies	Simon Durrant, Averil MacDonald, Ros Parkinson
3	Minutes of the last Meeting – Agreed	
4	<p>Review action grid Action grid is now organized so that actions (as far as possible) are grouped by agenda item with the intent that they will be dealt with under that agenda item. Actions that can't be grouped in this way are grouped under "miscellaneous". All miscellaneous actions had been completed.</p>	
5	<p>Chair Report</p> <ol style="list-style-type: none"> 1. Correspondence Secretary has passed responsibilities to Minutes Secretary. (These roles are now merged). 2. Correspondence Secretary and Group Coordinator have both resigned. 3. Group coordinator will continue performing role but not as a committee member until a new group coordinator is found. <p>Noted that we need new social and group co-ordinators.</p> <p>Following discussion on how responsibility for outings/theatre trips/coffee mornings should be structured, decided:</p> <p>Monday Coffee mornings will be treated as a group – Group Convenor for the coffee morning group to be announced in newsletter.</p> <p>Treasurer taking over responsibility for outings.</p>	
6	<p>Financial Report Noted that financial year has ended.</p> <ol style="list-style-type: none"> 1. Annual payment made to TAT on June 30th so within the financial year. 2. Finally received letter from IR and can now submit for Gift Aid. 3. Agreed to submit motion to AGM to raise annual membership to £12 4. Haven't received COIFE update (due mid June). 	
7	<p>Membership report Currently 518 members. (514 at previous meeting). Need a new members meeting. Targeting first week in August. Note: when last trying to setup a meeting, room availability was scarce.</p>	
8	<p>Group Coordinators report An interim report was circulated. This will be developed further. General feedback was that the content was really useful. Concerning the three reading groups: visits have been organized to two for the following Monday</p>	

	<p>and early September to understand better how they are organized and what the similarities/differences are.</p> <p>Comments from the chair:</p> <ul style="list-style-type: none"> - Emphasis needs to be on establishing a new reading group - When a new group-coordinator is found they should look at organizing an event to encourage the formation of new groups. <p>Group Flow Chart</p> <p>This is complete except for inclusion of a link to “Group Convenor Role” document. This is not present on the Monmouth u3a website.</p>
9	<p>Secretary Report</p> <p>Mobile Phone – agreed that we would proceed without one for the next few months with this being reviewed following AGM. Noted that 26 members are not digital. Suggested</p> <ul style="list-style-type: none"> - that we should consider a buddy system to support non digital members. - Identify non digital members on attendance list for the following days members meeting (party) so that any that attend can be asked about their views on communication. <p>Web Site data – 1988 views (274 users) in 4 week window finishing 15th July.</p> <p>Documents Constitution: version with correct clause numbering needs uploading to web-site, and also needs to be provided to Charity Commission.</p> <p>There are some 48 documents on website (excluding newsletters and minutes), most of which are pdf’s. There is a need to establish a repository of the sources (equivalent word documents) for all of these as it appears that one doesn’t currently exist.</p> <p>Rolling calendar needs uploading to website.</p> <p>The role documents for Minutes Secretary and Correspondence Secretary currently on website need to be merged.</p> <p>u3a diaries It was clarified that Monmouth u3a no longer provides a diary acquisition service for members. Members can purchase their own diaries from the u3a website direct.</p> <p>A link to this should be provided in newsletter in an appropriate issue.</p>
10	<p>Safeguarding Policy Safeguarding documents circulated immediately prior to meeting. These need review. Agreed that comments should be in within 2 weeks. Comments are therefore required before August 1st. Any comments received would then be actioned and documents made available on web site.</p> <p>Agreed that these would be accessed via a link on bottom of page common footer. (Under the Administration link).</p>

11	<p>Well-being news Action 17 reported as done.</p>
12	<p>Magazine Various conveners are known to have sent material for inclusion. Need to establish status of this material re: magazine.</p>
13	<p>Future Programme No change since last month. Programme in place upto September. (AGM in October) On the summer party (July 18th). Music programme is reduced. There will be some poetry reading and a quiz.</p>
14	<p>Succession planning for committee There have been 5 positive responses to the recent mail shot seeking members willing to contribute to the committee. These are being followed up.</p> <p>The observation was made that there are essentially 8 roles on the committee. The suggestion was made that the remaining positions should be targeted at members who are either:</p> <p>(a) providing support to a new starter in a role (b) shadowing a role.</p>
15	<p>Admin</p> <ul style="list-style-type: none"> - Following days members meeting is the summer party. - Date of next new members meeting – see under membership report.
16	<p>AOB None.</p>
17	<p>Date of next meeting 11.30am Monday 21st August 2023 – Wye Room Bridges.</p>