

**Minutes of Monmouth u3a committee meeting 21<sup>st</sup> August 2023**

Bridges Centre - Wye Room 11.30am – 13.30pm

1	Present (Alphabetical order)	Frank Birch, Sue Cobourne, Simon Durrant, Heather Elliot, Dan Jones (Chair), Cherry Lewis, Averil MacDonald, Sheila Rowland, Ros Parkinson, Pauline Saunders, Diana Wilkinson, Sheila Woodward  Zoom: David Hoyle  Observers: Simon Hickmott, Jill Leighton, Jim Newcombe
2	Apologies	-
3	<p><b>Minutes of the last Meeting –</b> Re: item 8. It was noted that the Group Convener Role document (added since last meeting) needs to be present on the Group Conveners page as well as with the set of role documents present under administration. Note removed from item 8 of minutes. Agreed.</p>	
4	<p><b>Review action grid</b> Most items reviewed under relevant agenda item. Miscellaneous items reviewed under AOB.</p>	
5	<p><b>Chair Report</b> Chair reported that he would be standing down from the position in October due to health reasons.  Chair also reported that a suitable candidate had been found who could replace him and they had agreed to being nominated for the position, to be considered by the upcoming AGM.</p>	
6	<p><b>Financial Report</b> Treasurer reported that we now have the outstanding annual COIF (Charities Fixed Interest Fund) statements. The two funds show a combined small increase in value of approx. £50 over the past 12 months making their joint value approx £4085. With this information the annual external audit can proceed and is in progress.</p>	
7	<p><b>Secretary Report</b> Charity commission : contact and bank details updated. Declaring current constitution still outstanding. Document Repository: established on dropbox containing source files (typically word documents) used to generate pdf documents available on website. Monmouth u3a trustee documents : These need to be overhauled and brought into line with u3a recommendations. This is in progress. Intent is to agree these with a relevant subset of full committee and circulate prior to next meeting with a view to approving at next meeting. Web site use: the numbers for previous 4 week period upto Sunday 19<sup>th</sup> August, were 6032 page accesses by 371 distinct users (compared to 1988 and 274 for previous months 4 week window).  Note: website architect is still investigating feasibility of establishing how many times monthly newsletter gets downloaded.</p>	

8	<p><b>Membership report</b>  Currently 527 members. (518 at previous meeting). 5 new members in last week.  A new members meeting needs to be scheduled – proposed to look for a late September date.</p> <p>Noted : members not on email didn't attend last members meeting.  Noted : we need a strategy for membership renewals and suggested we should look at how to combine this with distributing AGM information.</p> <p>There are 26-27 members who are not on email. Suggested that a working group should divide this set up, and contact members by phone to discuss how we should communicate with them.</p>
9	<p><b>Group Coordinators report</b>  An updated status report was circulated.</p> <p>Two groups have been deactivated – European History and Walking with Dogs  There are 5 groups in a dormant state. The possibility of relaunching these in September or soon after is being investigated.  There are 5 groups considered to be at risk and potentially 4 new groups at various stages of becoming established, Pickle Ball being the most advanced of these.</p> <p>The reading-group sub team reported that one reading group had been attended, and a visit to a second reading group is scheduled for early September. A visit to third reading group still needs to be scheduled and then information obtained collated.</p>
10	<p><b>Safeguarding Policy</b>  Safeguarding policy document ready to make available on website subject to rephrasing section on raising alerts.</p> <p>Remaining safeguarding related documents need completing/reviewing by a working group.</p>
11	<p><b>Well-being news</b>  Well being co-ordinator reported that there is a TAT workshop scheduled for 6<sup>th</sup> September that they have signed up for and plan to attend. They will report back following the workshop.</p>
12	<p><b>Magazine</b>  In progress, expecting magazine to be 24 pages. Proposed to send electronic copy with membership renewal documentation, by email. Need to have a number printed for non email members and to have available at members meetings and to pass to prospective new members. Exact number to be determined dependent on batch print costs, and costs of doing a follow up print run.</p>
13	<p><b>Future Programme</b>  No change since last meeting.</p>
14	<p><b>Website Manager</b>  Agreed: As website is a key resource both outwardly and inwardly facing, it was felt that the committee should attempt to find a suitably qualified member who is willing to undertake keeping the website updated with information on group activities as the current approach of delegating this to individual group conveners isn't working.</p> <p>This will need to be considered by the new committee following October AGM and should be part of rethinking communications in general.</p>

15	<p><b>AGM</b>  This is scheduled for 17<sup>th</sup> October.  28 days notice of AGM is required and this is accompanied by an invitation to nominate members for committee positions. 21 days is allowed for nominations to be received.  Details of AGM will be reviewed at next committee meeting.  A draft notice/nominations letter is required ASAP for circulation by email and post (where appropriate).</p>
16	<p><b>Approval of Committee Expenditure</b>  Agreed to raise limit on committee membership expenditure without approval from £10 -&gt; £25 (provided it conforms to established guidelines).</p>
17	<p><b>Pub Club</b>  Establishing a pub club to mirror Coffee club was felt to be an excellent idea.  Agreed: to trial this idea in October when convener is available at Queens Head, St James Street on a Thursday evening at 7pm, membership to be informed by email.</p>
18	<p><b>Risk Assessment Forms</b>  Currently one day and half day walking groups have these available on their section of the website. Agreed that all such forms should be available on website.</p>
19	<p><b>Cost of trips for Conveners</b>  Concern was expressed at potential cost for convener of a group that organises trips, to participate in all trips even though some of these may not be of specific interest to convener.</p> <p>Agreed: subject to checking Charity Commission and TAT rules, Conveners can cover their costs for travel and event (1) from group funds if available (2) by recouping costs from the amount paid by other participants.</p> <p>There was a general discussion in the context of social trips and cost about social trips to local events staged by amateur groups in the music/theatre spaces. For further investigation.</p>
20	<p><b>Establishing a STAR (Small Tasks As Requested) group</b>  Some other u3a's have STAR groups consisting of members who are willing to help out where necessary. It was felt that this may appeal to members who don't want to be fully involved with committee.  Agreed: to reconsider this idea once the new committee has been established by AGM.</p>
21	<p><b>AOB</b>  Miscellaneous Action Grid items – all completed.  Rolling calendar – this should be included as a monthly agenda item under Admin</p>
22	<p>Date of next meeting 10.00am Tuesday 12th September 2023 – Wye Room Bridges.  (this date confirmed following meeting).</p>