

Minutes of Monmouth u3a committee meeting 16th October 2023

Bridges Centre - Wye Room 11.30am – 13.00 pm

1	Present (Alphabetical order)	Frank Birch, Sue Cobourne, Simon Durrant, Heather Elliott, Dan Jones (Chair), Cherry Lewis, Averil MacDonald, Ros Parkinson, Sheila Rowland, Pauline Sanders, Diana Wilkinson, Sheila Woodward
2	Apologies	
3	Minutes of the last Meeting – Agreed.	
4	Action grid – miscellaneous items Reviewed and updated.	
5	Chair Report <ul style="list-style-type: none"> - Completed statement for AGM. This should be included as an annex to the AGM minutes. - Has signed up for 18th October u3a AGM. Having reviewed distributed papers, doesn't believe there is anything contentious on the agenda. Will attend to listen. 	
6	Financial Report <ul style="list-style-type: none"> - It has been necessary to find a new auditor. - Accounts have been audited and have a verbal statement that there are no concerns. - Written report has not been received yet but is expected later today. - As soon as report is available it will be posted on website. - Need to propose increase in annual subscription to £12 from October 2024. - Agreed that this proposal can be voted on at AGM provided we are quorate - Agreed email needs to be circulated to encourage members to attend AGM - The protocol for winding up a group was discussed. - Agreed to rename "social and treasurer fund" as "new group fund". - Agreed to encourage groups that wind up to donate any surplus funds to this fund. 	
7	Secretary Report No response yet from charity commission to constitution changes 4 week window upto October 15 th , 501 distinct users had accessed 3,500 pages on website.	
8	Membership report The membership renewal data appended to the end of these minutes was provided. The membership at the time of the meeting was 490. Extended discussion about problems with current process for membership renewal and how this can be improved. There is already an action item on action grid for progressing this once new committee is established. Also need to collect information about why members leave.	
9	Group Coordinators report The current group-coordinator will brief the likely new chair on October 19 th to facilitate handover of this responsibility. It seems likely that this function will need to be sub-divided in some way and shared between more than one person.	

10	Safeguarding Policy - progress Completed.
11	Well-being news Nothing to report.
12	Future Programme Several possibilities for future talks will be handed over to new programme secretary following AGM.
13	AGM Arrangements for AGM reviewed/confirmed.
14	ROLE DOCUMENTS These are scheduled on rolling calendar for review in October. Whereas it was agreed that these would need to be considered following allocation of responsibilities to new committee, it was also agreed that it would be useful for current persons performing a role, to review their specific document to identify anything in document that is no longer relevant or anything that is missing from document.
15	PRINTER DONATION Secretary reported printer had mechanical problem with paper feed mechanism. Having consulted with donor, secretary will attempt to resolve. If unsuccessful printer can be recycled.
16	ADMIN Next new members meeting scheduled for 30 th October – 10.00am.
17	AOB Monmouth u3a magazines – a set of these had been passed to a committee member. Agreed that in first instance, committee member would offer these to Monmouth library. Membership criteria – it was confirmed that there are no restrictions on membership based on occupation or age (apart from over 18).
18	Date of next meeting – to be agreed.

MEMBERSHIP RENEWAL DATA

Membership	Oct 2022	Oct 2023
Still to renew	175 (38%)	27 (5%)
Resigned	38 (8%)	55 (10%)
Lapsed	7	?
New members, since last NMM	16	25
New members in year (1 Oct-30 Sept)	102	118
Total members	462 (418 in 2021)	490, down from max of 527

Turnover of between 8 and 10%

Rush of new members joining in Sept/Oct period