

Minutes of Monmouth u3a committee meeting 10th November 2023

Bridges Centre - Wye Room 11.15am – 12.45 pm

1	Present (Alphabetical order)	Frank Birch, Sue Cobourne, Cherry Lewis, Averil MacDonald (Chair), Jim Newcomb, Sheila Rowland, Sheila Woodward, Ollie Young
2	Apologies	Simon Durrant, Estelle Stevenson
3	Minutes of previous meeting - agreed.	
4	Action grid update - reviewed and updated.	
5	<p>Financial Report COIF charity forms need updating with new committee members. Relevant information being collected.</p> <p>Agreed to move deposit account from instant access to a 32 day notice account to take advantage of better interest rate.</p> <p>New auditor isn't charging for audit performed. Previously charge has been of order of £100.</p> <p>Agreed to purchase thank you gift for auditor.</p> <p>Pins and Needles group (disbanding) indicated they would like surplus funds to go into fund to support new group startups.</p>	
6	<p>Membership Numbers Report Membership now stands at 501. The number of lapsed memberships has been reduced to 4 with a small number of resignations (primary cause for these suspected to be health related reasons).</p>	
7	<p>Policies Finance policy has been prepared and ready for review. Main concern now is lack of policies addressing complaints and disciplinary issues.</p> <p>Proposal for improving organization/usability/visibility of documents presented. Agreed that this proposal should be developed and author together with secretary would progress this.</p>	
8	<p>Trustee Induction Overall process needs improving so that potential committee members are aware of responsibilities when nominated for committee. Current process is (1) "Trustee code of conduct" (2) sign trustee declaration form. 9 trustee declarations completed. 1 outstanding.</p>	
9	<p>Safeguarding and Wellbeing Agreed: J Newcomb to be third member of Safeguarding committee together with chair and wellbeing officer. Wellbeing role document has been added to website together with some improvements to text concerning safeguarding/wellbeing.</p>	

10	<p>Members programme December – xmas party – preparations going well. Speakers have been identified for January, February and March. Need to find speakers beyond this. Agreed: Send email to members to encourage recommendations. E.g. speakers a member has heard elsewhere.</p>
11	<p>Group Health Report A number of groups were identified as having ceased. These need to be removed from Beacon database. An additional set of groups were identified as being at risk. The desirability of having a conveners meeting was highlighted. We should investigate whether this can be organised in the new year.</p>
13	<p>New Groups Potential new groups and their status were reviewed. These were: Photography, Origami, Walking Netball, Community Champions, Additional Yoga (both chair based and beginners versions), Ukulele. Interest level in Ukulele needs to be established. New Yoga groups need to be promoted and membership established starting with 15 members on waiting list.</p>
14	<p>Newsletter Newsletter secretary reported on the format changes that are being adopted. Also noted little input being received from conveners. It was suggested that we need to try and use newsletter to encourage members to be more proactive in forming new groups. Agreed: two versions of newsletter, one for website and a shorter (4 page) version for distribution (by hand or mail). Agreed: £10/month to be provided initially, to cover the costs for printing and mailing, with these costs to be reviewed as necessary. Distribution of newsletter to Monmouth based non-email members to be organised.</p>
15	<p>ADMIN Meet and Greet for Nov 21st. Committee members supporting identified – see action list. Next new members meeting : scheduled for 1st December – 10.00am, for 10.30am, Kymin room. Rolling Calendar – Monmouth u3a Policy statement – Agreed: going forward, documents scheduled for review would be distributed with draft agenda for next meeting, and if anyone felt there were changes that needed to be discussed they would highlight this and an item would be added to final version of agenda.</p>
16	<p>AOB Pie charts produced showing how recent new members found Monmouth u3a suggest website isn't particularly effective as a recruitment tool. Agreed: need to discuss whether/how this can be improved and more generally, how to improve visibility of Monmouth u3a at next meeting. Agreed: future committee meetings will be monthly at 11.15am on the Friday before the members monthly meeting.</p>
17	<p>Date of next meeting : 11.15am - Friday December 15th2023.</p>