

**Minutes of Monmouth u3a committee meeting 15<sup>th</sup> December 2024**

Bridges Centre - Wye Room 11.15am – 13.00 pm

1	<b>Present</b> (Alphabetical order)	Frank Birch, Sue Cobourne, Simon Durrant (part), Averil MacDonald (Chair), Sheila Rowland, Estelle Stevenson, Sheila Woodward, Ollie Young
2	<b>Apologies</b>	Cherry Lewis
3	<b>Minutes of previous meeting</b> - agreed.	
4	<b>Action grid update</b> - reviewed and updated. Against item 14 – “contact us”, web site manager to be contacted to discuss improving visibility of Safeguarding by adding “button” to page header.	
5	<b>Constitution clause</b> An initial proposal for a modification to clause 8 of section 15 of constitution had been circulated with aim of relaxing constraints on periods that non-officer members of the committee could serve. Agreed in principle to proceed with this. A final proposal needs to be prepared, agreed and discussed with TAT.	
6	<b>Policies and Documents</b> Report of current state of investigation into this area. Agreed that we should focus on: the information that needs to be available and how it should be organized so that new committee candidates are properly informed related to this, the review of job descriptions (roles) should be completed and documents updated as appropriate. <b>Note:</b> reviews of some role descriptions were completed in September.	
7	<b>Third member of safeguarding committee</b> Agreed that Oliver Young would fill the vacancy on this committee	
8	<b>Convenors Meeting</b> Proposed date/time : February 28 <sup>th</sup> , 14.00pm – 16.00pm Need to accommodate 37 convenors (covering 47 groups) plus committee. Prime purpose – establish what help/support convenors need to run their groups more effectively. It was reported that some 50% of convenors use Beacon. Need to establish whether those convenors that are reluctant/unable to use Beacon can second someone within their group to do this on their behalf.  <b>Convenor Matters</b> Need to ensure convenors are fully aware of their responsibilities. For example, they need to be fully aware of Monmouth u3a Safeguarding policy.	
9	<b>Processes for setting up and winding down groups</b> Discussion focused on financial aspects. See next item. There was a discussion around status of groups that (1) are currently in the process of being formed (2) are currently dormant that might be restarted together with ideas for new groups (e.g. Darts)	

	<p>The topic of Risk Assessment was visited. The question of whether the new Ukulele group needed a risk assessment was raised. Availability of a risk assessment form suitable for a music group will be investigated.</p> <p>The question of whether a risk assessment for “public” social groups such as “coffee morning” and “Thirsty Thursday” was discussed. Conclusion was that this is not necessary, as these are held at public venues and members make their own arrangements for getting to/from venue. Any necessary insurance is the responsibility of the venue owner.</p>
10	<p><b>Finance Policy for starting new and winding down deceased groups</b>  A draft finance policy for startup groups was circulated.  Agreed that underwriting of startup costs from central funds would be limited to £50  Agreed that the policy needed some rewording to clarify that although multiple taster sessions may be required, any individual is limited to attending only one.  Agreed policy to be extended to include termination of deceased groups.</p>
11	<p><b>How to recruit group convenors</b>  Not discussed – members were asked to think about this for future discussion.</p>
12	<p><b>Ways of driving traffic to website</b>  Two ideas for driving traffic to Monmouth u3a website were reviewed.</p> <p><b>Business cards.</b> Two design ideas were discussed. The first based on a TAT design, the second on a design produced by the daughter of one of the committee members.  Agreed, we would proceed on the basis of using the second design, meaning option 3 with the additional yellow/blue art work (as appeared on sheet of alternatives circulated at meeting).</p> <p>There was a discussion about how these could be used in addition to pinning on café and similar notice boards around Monmouth area. For example, doctors run MOT surgeries for the elderly and it could be suggested to them that they hand these to patients who they feel will benefit from more social contact.  Agreed: we will obtain costings for print quantities from appropriate outlets.</p> <p><b>Flyer:</b> felt that we should pursue idea of having an A5 sized flyer to be used as a poster rather than as a handout. Suggested that this could include a QR code for the Monmouth u3a website.  Agreed to establish what is involved with obtaining a QR code.</p> <p>Committee thank Sarah, the daughter of a committee member, for her effort in producing some excellent designs for a Monmouth u3a business card, one of which we have decided to adopt.</p>
13	<p><b>Discussion topics for next meeting</b>  Not discussed – members were asked to think about this for future discussion.</p>
14	<p><b>ADMIN</b>  <b>Monthly Meeting on Tuesday:</b> (the Xmas Party)  There have been some 105 acceptances to date.  Agreed: anyone showing up on the day who hadn’t indicated they were coming would not be automatically admitted. They would be given option of waiting to see if there were a significant number of no shows.  Note: it became clear subsequent to committee meeting that members who received a printed newsletter hadn’t received full information and therefore we should try our best to accommodate them if they show up on the door on the day.</p>

	<p>Arrangement for party (food and entertainment are in hand).  As much on day help as possible needed.  Access for party will be available from 1.30pm, so help from that time required.  There will be ten tables each seating 10 available. Some committee members will float so don't require a seat (note: fire regulations specify maximum capacity of room being used as 144)</p> <p>Agreed: no contributions box.  Agreed: printing costs associated with party can be covered by central funds.</p> <p><b>Next new members meeting:</b> scheduled for January 4<sup>th</sup> 2024, 14.00 – 16.00pm. 14.00pm being setup time.</p> <p><b>Rolling Calendar:</b>  Minor modifications to be made to Rolling calendar.  A revised external tutor form to be created.  It was noted that we need to determine how these will be held securely, so that they are always available in the future if needed.</p>
15	<p><b>AOB</b>  Jim Newcomb resigned from committee, with immediate effect, 2<sup>nd</sup> December 2023</p> <p>Number of members currently 522 (an increase of 17 since previous meeting)</p> <p>Previous Newsletter secretary agreed to continue with this role for current year.</p> <p>Newsletter secretary will not be responsible for annual magazine. Need to establish how this will be managed during 2024 with a decision by March latest as previous experience indicates preparations need to start in April.</p> <p>Noted that there are two Monmouth u3a facebook pages. Agreed that we should kill off the older of these and that we should consider whether the newer version would be maintained.  It was pointed out that TAT have guidance material on safeguarding wrt social media and this should be reviewed before a decision is made.</p> <p>Request had been received from Monmouthshire Council to distribute a questionnaire to our membership.  Agreed that it wasn't appropriate to do this.  Agreed that we should ask to see material introducing questionnaire and the questionnaire itself, with the possibility that if we felt appropriate, we could include an explanation in a future newsletter together with a link which members could use to fill in the questionnaire if they so choose.</p> <p>It was reported that there are grants available of £150 to support efforts to increase membership available from the TAT. This is relevant to item 12 above. To be investigated.</p> <p>Note: meeting ran past 13.00pm and meeting had to finish before all AOB had been considered.  Specific to this, agreed: SW Network should be included as a standing item under Admin for future meetings.</p>
16	Date of next meeting : 11.15am - Friday January 12 <sup>th</sup> 2024.