

Minutes of Monmouth u3a committee meeting 12th January 2024

Bridges Centre - Wye Room 11.15am – 13.00 pm

1	Present (Alphabetical order)	Frank Birch, Simon Durrant, Cherry Lewis, Averil MacDonald (Chair), Sheila Rowland, Sheila Woodward
2	Apologies	Sue Cobourne, Estelle Stevenson
3	Minutes of previous meeting - agreed, subject to minuting Jim Newcomb resignation under AOB.	
4	Action grid - reviewed and updated. Against item 21. Council are now expected to launch questionnaire Jan 26 th . When it is available together with explanatory material, decision will be made as to whether to include information about the questionnaire in the next Newsletter.	
5	Date of future committee meetings Current monthly timeslot for committee meetings may no longer be the best given recent changes in committee composition. Need to confirm with Bridges availability of a room at alternative times before making a decision, but Monday or Tuesday morning based on those present at meeting seem like prime candidates for a better alternative.	
6	Support for preparation/serving tea Need to investigate position re: current arrangements. Regional Trustee to be contacted and asked for guidance. We should also approach TAT office directly for same, and undertake some more general research.	
7	Agree third member of safeguarding group. Simon Durrant agreed to fill this position.	
8	Printed newsletter distribution January newsletter had been distributed by two members of the committee as volunteer who has previously done this was unable to. After discussion it was concluded current distribution method is untenable. Agreed that in future printed newsletter will be distributed by post and that recipients will be asked to make a contribution to cover most of the cost. Agreed a letter will be sent with the February printed newsletter explaining this and thereafter, only those members who make a contribution towards cost will continue to receive printed newsletter. Note that copies of the printed newsletter will be available in (i) the Bridges Centre (ii) Monmouth Library (iii) Ty Price.	
9	Monthly Events Programme - update Detailed update postponed due to misunderstanding over time of the committee meeting. It was noted that a programme upto and including July is now in place. The Spanish Dance topic is a candidate for the August meeting but committee needs to consider whether we want an outdoor event in August (to mirror last years Nelson Gardens event) and leave Spanish Dance for later. Committee members to consider what form an outdoor event might take.	

10	<p>Members admin and renewal process</p> <p>Various problems encountered with membership renewals in October 2023 were outlined. Agreed that if possible a process that combined confirming members details with membership payment should be established.</p> <p>Most likely solution is to use Paypal to collect payments. Paypal charge 2% to charities. It was also noted that past experience suggests that receiving payment from Paypal can be problematic.</p> <p>Cost and viability of possible solutions using Paypal, Beacon, or other to be explored with Charles Emes.</p>
11	<p>Website updates/review/rationalisation</p> <p>A working group to be established to consider structure/organization of website and whether this can be improved.</p> <p>Agreed, group to consists of a maximum of 4 together with Charles Emes to act in an advisory capacity if he is prepared to do so.</p> <p>Agreed, members of group to be Averil MacDonald, Cherry Lewis, Simon Durrant plus possibly one other.</p> <p>In the interim, proposal for improving manner in which contact is made via “contact us” page particularly wrt safeguarding to be pursued. (see action 25 on grid of 10th January). This has been detailed in a working document, but the inclusion of a safeguarding tab is deferred for consideration by the working group</p>
13	<p>How to recruit group convenors</p> <p>Postponed until next meeting.</p>
14	<p>Discussion topics for future meetings</p> <p>No discussion – currently not considered necessary.</p>
15	<p>ADMIN</p> <p>Oliver Young has stepped down from the committee until further notice as of 23rd December 2023.</p> <p>Membership upto 536 from 522 from last meeting. 7 new members attended last new members meeting</p> <p>Date of next new members meeting to be confirmed, but probably 2nd or 3rd week in February.</p> <p>For the upcoming members meeting, those present volunteered as follows: Cherry – front desk Averil – Introductions Simon – general support</p> <p>It was agreed that a donation could be made from “gift-aid” funds, to a charity named by the speaker.</p> <p>GDPR review. Form on web site showing commitment to GDPR policy, etc.. appears to be unnecessary and can probably be removed. Agreed, remove this form from GDPR set.</p>
16	<p>AOB</p> <p>Noted that the calendar on the website needs updating.</p> <p>A member had suggested that trips to classical concerts could be organised. To be followed up.</p> <p>Noted that there are two potential new groups being considered. Choir and German Language.</p> <p>The possibility of organising trips for members as a social activity was floated, possibly using a local travel agency that specialises in bespoke holidays.</p>

	<p>Suggestions for the newsletter were invited.</p> <p>General agreement that the section named "Committee" should either have a new or no name.</p> <p>Suggested that the email that provides a link to the newsletter should contain a chatty introduction to the contents of the newsletter, or at least a list of the headings within the newsletter</p>
17	<p>Date of next meeting : 11.15am - Friday February 16th2024.</p>