

Minutes of Monmouth u3a committee meeting 16th February 2024

Bridges Centre - Wye Room 11.15am – 12.45 pm

1	Present (Alphabetical order)	Frank Birch, Cherry Lewis, Averil MacDonald (Chair), Sheila Rowland, Estelle Stevenson, Sheila Woodward Alison Lewis (guest)(part)
2	Apologies	Sue Cobourne, Simon Durrant
3	Minutes of previous meeting - agreed	
4	<p>Action grid - reviewed and updated.</p> <p>Re: items 1.14 and 1.15. related to the provision of tea at monthly members meetings (MMM). This appears to be resolved. Coffee meeting to be organized with current assistant to express thanks for their contribution and give a token of appreciation for their efforts. Related to this, long standing action 1.26 (formation of STAR group) needs to be pursued to find volunteers to assist with future provision of tea. Request for these to be made at next MMM and same via email.</p> <p>Item 1.22 – a member has been identified who is keen to take responsibility as editor for producing next annual magazine.</p>	
5	<p>Monmouth u3a computer This hadn't started at last new members meeting (NMM). Suggested that this was probably because the computer is started infrequently, and when it is started it needs time to install latest updates before it will function. Prior to next NMM it will be started to allow any such to be cleared.</p>	
6	<p>Monthly members meeting – update We have a full diary through to and including November (see web site for list of meetings)</p> <p>Health Help International (March) have requested a donation to charity in lieu of expenses and also permission to have craft items available for purchase. Decision – both of these to be arranged.</p> <p>Two “speakers” have requested use of stage. Position to be checked with Bridges but even if acceptable to be discouraged unless there is a real benefit in using.</p> <p>October MMM speakers/performers (Spanish dance) have requested a private space for changing. MMM secretary has a possible solution which will be proposed to them.</p> <p>August event – garden visits. One member has offered garden to host an event but limited to 20 participants. Suggestions were made to a possible second venue. This is to be investigated.</p>	
7	<p>New Groups – developments The following new groups look set to become established: Choir, German, Quiz It is possible/probable that the Local History group which is currently dormant will be reactivated as</p>	

	<p>two possible convenors have been identified.</p> <p>Possibility of organizing foreign tours/holidays as social activities being investigated</p> <p>A number of other ideas are also being pursued including:</p> <ul style="list-style-type: none"> - Wine appreciation group - Belly dance group - Adventure group <p>Creates have expressed an interest in hosting workshops.... E.g. photo, stone carving, ...</p> <p>Additional book groups are being requested.</p> <p>Organising and establishing viability of above being undertaken largely by email. Need to consider how to involve non email members.</p>
8	<p>Problems contacting convenors</p> <p>Not always clear who the convenor of a group is.</p> <p>Some convenors don't respond.</p> <p>Inconsistencies between information on website and that held on Beacon</p> <p>Dead groups need to be removed (or hibernated).</p> <p>Some problems are easier to address than others. Part of a solution is improved ability to update both website and Beacon so training in both needed.</p>
9	<p>New group startup – Beacon + website process</p> <p>Some group startup process documentation exists but a better overall process needed including how Beacon and website are setup (and any training needed to support this is provided).</p> <p>Chepstow u3a have a good set of documentation to support this and should be considered as a base for how we can improve what we have.</p>
10	<p>Topics to cover at convenors meeting</p> <p>Meeting scheduled for February 28th - 22 convenors, to date, have indicated they will attend.</p> <p>Meeting start time – 14.30pm with committee members present from 14.00pm.</p> <p>Core of meeting will cover topics that a convenor needs to be conversant with:</p> <ul style="list-style-type: none"> - Safe guarding - Insurance - Data protection - Fire regulations (if using Bridges) <p>As well as the role of a convenor in enabling their group to function effectively.</p> <p>Meeting will be introduced by Monmouth u3a chair, and membership secretary will cover current level of membership and similar.</p> <p>Importance of Beacon in administering groups to be covered and where convenor is reluctant to use to see whether they can identify an alternative group member who can be responsible for this.</p>
11	<p>Group communications – scope of role</p> <p>Not explicitly covered.</p>
12	<p>ADMIN</p> <p>SWN – meets every 2 months but current chair has come to end of tenure and need to see how group functions after replacement identified.</p> <p>Membership – now 569 (up by 33 (this includes 2 deactivations)). Four of the “new” members are renewals that had lapsed.</p>

	<p>NMM – next two are on 22nd and 27th of Feb with upto 13 new members expected on 22nd and upto 10 on the 27th.</p> <p>Rolling Calendar – there isn't an Insurance document to review. However, the insurance cover note on website from TAT need to be updated.</p>
13	<p>AOB</p> <p>Should start looking at membership renewal process – main participants being previous and current membership secretaries together with the Monmouth u3a website administrator. Suggested that we should consider how Chepstow organise this.</p> <p>Need to progress web site structure/organisation review. Monmouth u3a magazine editor would be a possible useful addition to the group doing this.</p> <p>Beacon training - to be organised.</p> <p>Website training to be organised – following convenors meeting.</p> <p>“Guidance for organising trips” – on website. Reference to insurance potentially confusing and need revisiting - particularly use of phrase ... “ ... invalidates our insurance with the National Charity”. Also need to obtain a clear statement from any guest that they have not attended any Monmouth u3a event as a guest previously.</p> <p>Need to rebrand – Members Monthly Meeting was raised. This is an existing long term action. It was noted that this is something that the Magazine editor could make a useful contribute to.</p>
14	<p>Date of next meeting : Tuesday March 19th – 11.00am.</p>