

Minutes of Monmouth u3a committee meeting 19th March 2024

Bridges Centre - Roberts Room 11.00am – 13.00 pm

1	Present (Alphabetical order)	Frank Birch, Sue Cobourne, Cherry Lewis, Averil MacDonald (Chair), Sheila Rowland, Sheila Woodward
2	Apologies	Simon Durrant
3	Minutes of previous meeting - agreed	
4	Action grid - reviewed and updated. 2.15 – Agreed to refer to “monthly meetings” as “events” rather than “meetings”.	
5	<p>Quarterly Finance Report Presented. Discussion about whether accounts could/should be restructured – e.g. an account for one off trips and similar.</p> <p>Discussion about how the role could be split to enable recruitment of replacement of current treasurer from October.</p> <p>Noted that we had been billed for a renewal of our Zoom license.</p> <p>Agreed – we should cancel license as no longer needed.</p> <p>Agreed – we should attempt to get a refund for amount and that the £35 that can’t be reclaimed should be covered by Monmouth u3a funds.</p> <p>Need to check date TAT require membership numbers to be provided.</p>	
6	Expenses to be paid to all charity speakers Agreed – this will be £50	
7	Membership report Membership now at 595 (+26)	
8	<p>Constitution Need to consider whether non officer committee members can continue beyond 3 years by being co-opted.</p> <p>Need to investigate what TAT (and charity commission) position is re: not being able to fill committee positions.</p>	
9	<p>Document review process Agreed – in general document reviews should be event driven (as opposed to being done on an annual basis). There are some exceptions, and these should be retained on rolling calendar. Known exceptions are safeguarding documents and those related to filling committee positions (e.g. role descriptions) which should be reviewed in runup to AGM.</p>	
10	<p>Group convenors meeting Still need to identify venue and date as Priory doesn’t seem feasible. Also, may need to revert to an afternoon slot. Need to check availability of suitable rooms at Bridges afternoon/evening in late April and during May.</p>	

11	<p>Website review - progress</p> <p>Initial meeting of web-site sub team has taken place. Meeting organized with website manager for March 20th to discuss feasibility of ideas.</p>
12	<p>Membership renewal process</p> <p>A review has been conducted. Proposal presented to split this into three activities distinct from each other. (i) Gift Aid data review (ii) Personal data review and (iii) Membership renewal and payment. These activities to be email driven. Agreed to adopt this process.</p>
13	<p>Update on Magazine/Marketing</p> <p>A team of 8 has been established to produce next magazine.</p>
14	<p>Printed newsletter – status</p> <p>7 non-email members have made payments to contribute towards costs and are continuing to receive printed newsletters. Noted that both newsletter editor and printed newsletter administrator are unavailable for April edition so alternative arrangements established.</p>
15	<p>Confirm status of Tutor Insurance Cover</p> <p>It is a TAT requirement that this is checked annually. Therefore need to confirm status of 2 tutors involved with physical activities.</p>
16	<p>Update on new groups</p> <p>Chair provided an update on new and potential/possible new groups.</p>
17	<p>Recurring admin</p> <p>New members meetings are scheduled for Tuesday March 26th (9.30am for 10.00am), Monday 8th April (9.30am for 10.00am) and Monday April 22nd. Committee support for each of these has been identified.</p> <p>Privacy policy review – postponed until April meeting.</p>
16	<p>AOB –</p> <p>Garden visit(s) in August: status discussed. Need to clarify exactly what Cherry is offering in terms of costs v numbers (so, at what point do talk and tea become free) and whether two visits (morning and afternoon) are possible if numbers sufficient, before making final decision.</p> <p>Committee membership: Estelle Stevenson has stepped down.</p>
17	<p>Date of next meeting : Tuesday April 16th, 11.00am, Bridges</p>