

Minutes of Monmouth u3a committee meeting 21st May 2024

Bridges Centre - Roberts Room 11.00am – 13.00 pm

1	Present (Alphabetical order)	Sue Cobourne, Simon Durrant, Cherry Lewis, Averil MacDonald (Chair), Sheila Rowland (Alison Lewis attended part meeting for agenda items 8 and 9)
2	Apologies	Frank Birch, Sheila Woodward
3	Minutes of previous meeting - the previous meeting was on March 19th as the April meeting was non-quorate. The March 19th minutes had been approved by email.	
4	Action grid - reviewed and updated. 3.2 – volunteering. Now Done.	
5	Governance Increasing membership of committee: following 3 resignations since October and the increasing workload as Monmouth u3a increases membership, the number of Activity Groups and the number of social opportunities the committee of 7 is now overstretched to ensure good governance and to cover all the main committee responsibilities re events. There are times when the meetings are not quorate.	
6	Treasurers Report Treasurer drew attention to her reports, circulated before the meeting. There were no questions. Meeting has been organized with Chepstow Chair to discuss how they use Beacon to manage their finances and will seek to find any other good ideas to help manage Monmouth u3a as it grows. Treasurer will propose a way to split the Treasurer responsibilities with a view to recruiting a team to work under the formal Trustee role of Treasurer going forward	
7	Reflection on Conveners' Thank You event Committee considered it went well with lots of interest in the presentations and lots of conversation amongst conveners over tea & scones Recommend to <ul style="list-style-type: none"> • repeat this just before the October AGM to ascertain input to that meeting • use Agincourt Room as extra space needed • have PA available to ensure quiet speakers can be heard • include regular Convener events – perhaps 3 per year – in rolling programme 	
8	Summer Party Need to extend booking to 1.30 start to allow for set up Plan for 100 attendees at round tables with extra long tables for food/drink on 'first come, first served' basis. Fire regs preclude more in 'party format'. Deadline for booking 21 st June.	

	<p>Members not on email (7 receive the Newsletter by post) to be given chance to book by coinciding announcement by post and by email and receiving bookings from non-email members by phone.</p> <p>No charge to be made,</p> <p>A list of potential helpers is on Beacon including willing cake makers. Chair may not be available due to hospital appt that morning.</p> <p>Availability of budget confirmed and treasurer will coordinate purchase of items with event organizer.</p> <p>Programme:</p> <p>Glass of Pimm's (diluted with lemonade) on arrival</p> <p>David Hoyle to provide 'Music Quiz' – 15 minutes – 'name that tune'. This may require permission to use piano. AL to check.</p> <p>Strawberries & Cream, Scone, and Jam, Cake, Tea & Coffee to be served</p> <p>Ukelele Group to demonstrate their skills while people are going up for food</p>
9	<p>Garden visits (20th August 2.30pm) all details currently on website Cherry's No Dig Garden Llangatock. Accessibility limitations and advice on parking is on u3a website. Charge of £5 per attendee with £50 supplement to cover tea etc. and talk for fewer than 40 people. Committee to provide biscuits and cake. Upper limit on numbers unknown. Cheryl's Rewilded Garden, 11 the Gardens, Monmouth. Limited accessibility and no parking available nearby. No charge and upper limit of 20, though advice is to limit this to 15. Cheryl will provide tea. U3a to provide biscuits and cake and bring some chairs. Members to be asked to 'bring your own mug'. DECISION to charge all attendees a flat £3.50 to encourage attendance. Members not on email (7 receive the Newsletter by post) to be given chance to book by coinciding announcement by post and by email and receiving bookings from non-email members by phone. Members to email or phone to ascertain space in their chosen garden then transfer money. It is to be ascertained whether bank details can be provided via a pop up on website. Places are confirmed on receipt of payment. Provision for taking both phone and email bookings is being arranged. All bookings to be entered on Beacon.</p>
10	<p>Card reader after consideration of the cost per transaction (1.69 – 1.75%) which is borne by the u3a (i.e. comes out of the transaction) and the need for an individual to be present with the required 'app', it was decided that there is no advantage to using a card reader. However, we will continue to investigate whether the bank offers any other time saving options.</p>
11	<p>Marketing Strategy due to time and the limited number of attendees, this item was held over.</p>
12	<p>New Group Update Several new groups are now taking off. Since the last meeting there has been progress as follows:</p> <ul style="list-style-type: none"> • Family History kick off meeting attracted 20 people and is progressing, • Surprise Yourself Art is struggling to attract attendees regularly so is reconsidering timing, • German, French and Welsh beginners are going well, • New Book Club has a potential convener who is now planning a first meeting

	<ul style="list-style-type: none"> • Table Tennis has booked the table in Bridges for a first session • Garden Visits will have their first visit next week with others pending. • There have been 2 successful Classical Concert trips and one to St Fagan's with a trip to the Eisteddfod pending for August. • A trip to Hay Festival was suggested and it was agreed this should be followed up.
13	<p>Recurring admin</p> <p>Membership: currently 657 (with 1 pending). 24 new members since last committee meeting (2 deceased members removed).</p> <p>Date of New Members Meeting: Monday 3rd June 10.000 at Bridges – this should be added to What's On page and include in email information</p> <p>Organisation for Members Event Tuesday 21st 2.30. As there was no print out of members names we will ask people to write their name for Fire Reg purposes. Tea helpers already organised</p> <p>Rolling Calendar: Include regular conveners' events</p>
14	<p>AOB :</p> <p>New A5 poster</p> <p>Decided not to include sponsor's phone number.</p> <p>Suggested to laminate posters for notice boards as well as those put out for people to read the reverse side. UPDATE: laminating so many posters is expensive so a quality of paper will be used to ensure posters remain crisp.</p>
15	<p>Date of next meeting : Tuesday June 18th, 11.00am, Bridges</p>