Minutes of Monmouth u3a Committee meeting: September 15th 2026

Monmouth u3a member's home: 11.00am – 13.10 pm

1	**Present** (Alphabetical order)	Frank Birch, Clive Buckley (agenda item 16), Jo Handley, Phil Hewitt, Neil Hines, Aidan Hodgson, Dale King (observer), Monica Lofgren, Averil Macdonald (chair), Jan McLagan, David Milledge, Sally Sheen (observer), Linda Wright
2	**Apologies**	Phil Chadwick
3	**Minutes of previous meeting** - these were approved subject to adding an action against item 9 to archive newsletters from the Monmouth u3a website.	
4	**Action Grid – outstanding actions update** **8.10.2 tech tip articles:** Author of tech articles responsible for determining order of release. Responsibility for rolling these out lies elsewhere. **Action 9.4.1:** plan needs to be established for roll out of tech articles. **8.21.1 review of role documents:** needs to be coordinated. **Noted:** need to align roles described with roles on committee. **Action 9.4.2:** implement above. **8.21.2 review of new trustee information:** feedback has been provided. **Action 9.4.3:** incorporate feedback. **8.21.3 convenor award certificates:** certificate is available for convenor reaching 10 years in October. **Action 9.4.4:** convenor needs to be notified and need to determine whether convenor will be present at AGM. Noted: there are two convenors coming up to 10 years in October 2027, none in 2028 and one in 2029. **Action 9.4.5:** record this as a Pending item in action list for 2027 **7.7.3: Loyalty scheme:** need to establish potential partners. Chicken and egg discussion around whether we need partners or a solution first, resolved in favour of partners first on the basis that if we do find sufficient partners it will be possible to find a solution. Placed in abeyance until after AGM. **5.18.1 car club information:** dormant until the spring when the club will be relaunched. **10.6.2: Convenor access to Beacon: a** solution is good-to-go. This will be presented at the upcoming convenors meeting.	
5	**Monthly report – membership:** Membership currently stands at 1104. **Noted:** 13 and 18 new members in July and August respectively, with 10 so far in September. Membership renewal is in progress with a significant number outstanding (300+) (note: membership doesn't lapse until the end of October). **Noted**: significant admin problems occur due to members paying into wrong account, making duplicate payments, etc…	

6	**Groups:** **"Outings":** following first "outing", organizer is now looking at a second one. **Action 9.6.1:** establish organisers interest in making this an ongoing activity. **Action 9.6.2:** if appropriate establish a web page for "outings" **Action 9.6.3:** investigate whether it's feasible to establish a web page that combines all activies that involve making a "trip". So, concert, theatre, etc… (including the "outings" group if established). **Beginners Spanish:** planning to start group in February. **Painting:** request from new members meeting for an activity in this area. **Action 9.6.4:** poll membership to establish interest. **Current affairs: i**nterest has dwindled. Plan to relaunch. **Strength training:** now doing well. 10 members plan to try a taster session. **Flower arranging:** 10 members have expressed interest and a taster session is being organized. **Physics for the flummoxed**: originally conceived as a short series of get-togethers to help members better understand physics it is becoming apparent there is an ongoing interest in the topic and hence, we have a new group. **Action 9.6.5:** create web page for "physics for the flummoxed". **Walking football:** outstanding invoices have now been received and paid. The sum involved was smaller than expected. **Noted:** there only appear to be 6 active members. Proposed to relaunch and encourage interested members of Ross u3a to participate (they can join one taster session as non Monmouth u3a members but would then need to join Monmouth u3a to continue). **Decision:** the relaunch with associated taster session can be supported by the new group fund. **Action 9.6.6:** Inform walking football convenor of the above. **Film:** August meeting generated a surplus and there is a likely further boost to funds from a second "Monmouth historical tour/talk". Considered not necessary to continue close monitoring, but new finance team should be briefed on history (see action 8.6.1).
7	**Convenor's meeting – Sept 18th:** Significant number of unable to attend responses (30+) with only 26 "yes" replies including committee. Discussed whether to postpone or possibly have a second meeting after first. **Agreed:** proceed with Sept 18th meeting. **Action 9.7.1:** investigate feasibility of a second convenor's up meeting before AGM.
8	**DIY groups:** Seems to be sufficient interest to organize taster session to discuss how potential participants would like to proceed. **Action 9.8.1:** organize taster session.
9	**Facebook Campaign** **Agreed:** to pursue the use of a Facebook based marketing campaign at an initial (first year) cost of £700-£800 and subsequent annual cost of £500. There is a meeting (16th Sept) to explore setup. Once setup a regular flow of content is required (3 times a week) which is envisaged as coming primarily from the regular info emails and the Monmouth u3a magazine.
10	**Code of Conduct** Agreed: agreement to comply with code of conduct (currently available as "Terms and Conditions") should be a condition of membership. **Action 9.10.1:** update current "terms and conditions" and following agreement that new document is appropriate, upload to website. **Action 9.10.2:** organize change to website so that when filling in details on the "join-us" page, there is a tick-box indicating agreement to comply with the "code of conduct" that needs to be ticked to progress

	Action 9.10.3: include reminder in action list to consider inclusion of an appropriate statement in the Sept 2027 renewal reminders.
11	**Chair Person position** Constitution provides for chair to be coopted onto committee to continue as chair if no alternative is found at the AGM. **Noted:** whereas the chair position is problematic, we need to focus efforts on finding a new treasurer as this position is critical.
12	**AGM** In hand –to date, no nominations or resolutions have been received. Final AGM information will be distributed by email in early October once nominations and resolutions have been finalized. **Action 9.12.1**: send draft of email to committee for comment, and distribute at start of October.
13	**Venue Risk Assessment Form** **Agreed:** the form circulated recently was approved for use. **Note:** the need to highlight safety aspects (e.g. fire exits) at the start of meetings/events at venues was highlighted.
14	**Finance matters:** 1. Groups N-Z – statements: for July-August had been provided and most of these have already been agreed. 2. New Groups reserve: now stands at about £760 with surplus from "creative thinking" and "creative fun with fabrics" having been added. **3.** Miscellaneous: outstanding invoices with Wyesham Christian Fellowship have now been resolved. There is an issue to resolve with Mitchell Troy Village Hall re: amount charged for recent new members meeting. **Note:** it was pointed out that hire costs for halls are likely to increase due to oil prices doing the same.
15	**AI Policy:** An initial draft has been circulated for comment with a further month required before the document is complete. During the work to date, a significant issue had been identified during this re: current GDPR policy and external parties such as speakers, tutors, etc... **Action 9.15.1:** setup working group to look at shortfall in existing GPDR policy. The possibility of launching an AI interest group was suggested. **Action 9.15.2:** organise taster session to discuss what interested members would like to see from such a group and establish whether there is the critical mass necessary to proceed.
16	**AI-assisted drafting – for magazine:** An agreed process is required if the provision of articles for the Monmouth u3a magazine based on talks is to be largely automated as doing this requires taking a voice recording of the talk and the use of AI to summarise the content. Taking voice recordings is a GDPR issue and requires consent of speaker and there is also a dependency on Monmouth u3a's AI policy (see item 15). A draft detailing a proposed process was circulated. The question of whether such a process when finalised should be imposed upon groups that host talks or whether the use of such a process should be left to their discretion, was discussed. **Action 9.16.1:** Consider this question further.

18	**Chairs update:** All Wales u3a network meeting upcoming in Powys on November 2nd. **Action 9.18.1:** consider whether there is any value in someone attending. Xmas party organisation progressing with several organisations invited to consider catering. Celtic Collectors have agreed to provide entertainment. Not all Celtic Collectors are u3a members. **Agreed:** Non u3a members of CC will be provided with free refreshments.
19	**Suggestions for monthly bulletin content** **Action 9.19.1**: Paragraph required covering the AGM on October 20th.
20	**Confirm details for afternoon meeting** Taking place in the Baptist church. Arrangements In hand.
21	**Rolling Calendar** (a) Send out AGM notice (b) Finalise accounts and send completed year-end figures to examiner. AGM notice was distributed Sept 1st. Accounts finalized and all necessary financial information is with examiner.
22	**AOB** Averil MacDonald and Jo Handley both resigned from their positions on the committee at the close of the meeting.
23	**DONM –** Tuesday 20th October, 11.00am