

Registered Charity No: 1105144



U3A Trustees Meeting Monday, 18th July

Held as Zoom Meeting

	Meeting commenced at 9.30 a.m.	ACTIONS
1.	<p>PRESENT: Stuart Naylor, Barrie Hacking, Paula Reilly-Cooper, Alice Holmes, Linda Bilsborrow, Alan Casey, Linda Williams, Keith Saywell and Sue Jones Apologies: Jennie Haines, Sharon Ginnis, Richard Thorne, Kate Ashcroft</p>	
2.	<p>Minutes of June Meeting and Matters Arising 8 Group Co-ordinators Report Town Hall Request for Bowls Group to change their session times This should read Sharon and not Paula. 11. Trustees Admin b) Passwords – should read Barrie to show Linda B how to send out gift aid claims After these amendments the minutes were agreed as a correct record. Matters Arising Item 8 – Book Group Fiction 1 Paula said she hadn't received a reply to her email regarding this group's request to change session charges. Item 12 – Sandbach Partnership Linda B said she had attended a recent Sandbach Community meeting regarding the future of the partnership but no decisions had been made. Stuart agreed to attend the next Sandbach Community meeting of the partnership.</p>	<p>Stuart</p>
3.	<p>Update on plans for and likely attendance at members sign up day on 24 August Paula said 38 groups had so far agreed to attend and it was planned to have all the groups in the main hall at the Wesley Centre, with a separate room for membership sign-ups. It was agreed that it was important for Group Leaders to contact their group members to check numbers so waiting lists could be accurate on the sign up day. Sue asked to contact volunteers with at least 8 needed. First Aid Course: Barrie said the course in September was fully booked and there was now a waiting list for the next course. It was agreed to try to organize more of these courses, with particular emphasis on when and how to use defibrillators.</p>	<p>Paula/Barrie</p> <p>Sue Barrie</p>
4.	<p>Covid Risk Assessment The committee confirmed it would continue with the existing policy.</p>	<p>Stuart</p>
5.	<p>Publicity Leaflet Linda had put together a revised leaflet with all information taken from previous u3a leaflets. It was felt this leaflet should be made available for the sign up day in August.</p>	

	<p>It was agreed that initially 1,000 copies should be printed. Barrie to supply Linda with the name of the printer used regularly by u3a. Linda to then get a price. Linda asked if anyone knew who the lady was in the photograph on the right hand side of the leaflet. Suggested that Linda contact member who can identify lady in photo . It was felt that, if possible, anyone in the photos should be asked to confirm they had no objection to their picture being used in this way.</p> <p>It was agreed to take photographs at the Sign Up day so more variety was available for any future publicity.</p> <p>The Committee thanked Linda B for all her work compiling this excellent leaflet.</p>	Linda B/Barrie
6.	<p>Group Co-ordinator Report</p> <p>Bowls 4 Group – As this group has decided to finish due to lack of members, Sharon will attempt to get a refund on Marriott Green, which has been pre-booked to the end of September.</p> <p>Art Appreciation Group</p> <p>Paula said that in spite of having a meeting with several of the group members, no-one had come forward to run this group. It had been agreed that the group needed to be led by a knowledgeable art tutor. In view of this it was agreed that this group should be removed from the Swish Programme, and Paula would email the existing members.</p> <p>Renewal Day and Group Leaders working lunch, 27th July</p> <p>Paula said 32 Group Leaders will be attending so it was agreed to ask Kate to book lunch for 40 people.</p>	<p>Sharon</p> <p>Paula</p> <p>Kate</p>
7.	<p>Venue Co-ordinator</p> <p>Stuart had sent the committee a copy of the letter from Jane Barber from the Town Hall regarding changing the times of the bowls sessions. It was agreed the bowls groups need to accept Jane’s compromise on timing to 1.30- 3.30 p.m. for all sessions.</p>	
8.	<p>Finance Monthly Update</p> <p>The Committee discussed the reserves issue. Stuart pointed out that the reserve amount recommended by the u3a was only for guidance and that our u3a could decide on our own policy. Keith said once the accounts were complete, him and Richard would be scrutinizing all groups to make sure those making the biggest losses had taken steps to reduce their overheads.</p>	Richard/Keith
9.	<p>Membership Update</p> <p>Barrie said up to date 544 members had renewed. The committee discussed the possibility of having more than one card reader, as it was slightly cheaper to use than paypal. However, this would involve Barrie in more administration work as each card reader transaction had to be manually entered by him. Agreed to review this again after the sign up day. Alan said he was looking into the possibility of linking the card reader automatically to our system, and this is a work in progress.</p> <p>New Members Coffee Morning</p> <p>It was agreed a coffee morning for new members should be organized in September. A date of 21st September was agreed. Barrie to ask Sharon to check prices with The Old Hall and The Wheatsheaf for around 30 people starting at 10 – 11.30. This to be finalized at August’s Committee Meeting.</p>	<p>b/f Sept.</p> <p>B/f August</p>
10.	Trustees’ Admin	

	<p>a) Calendar – No additions to the calendar. Agreed Sue should circulate Library rota list from September onwards, so members of the committee could add their availability.</p> <p>b) Copyright Licensing Authority Richard has checked and we haven't previously had this licence. However, the committee agreed we should take out this licence for the coming year and ask Richard/Keith to send off for it.</p> <p>c) Safeguarding /members safety working group update Linda W and Stuart are setting up the working group. Holmes Chapel u3a and two other groups from West Cheshire have joined the group. Once a meeting has taken place Linda W will report back to the committee.</p> <p>d) Dementia Friendly Sandbach A request has come from Arnie for a member of Sandbach u3a committee to join this group. Linda W has volunteered to attend their meetings and Stuart will let Arnie know.</p>	<p style="text-align: center;">Sue</p> <p style="text-align: center;">Richard/Keith</p> <p style="text-align: center;">Linda/Stuart</p> <p style="text-align: center;">Stuart/Linda W</p>
11.	There was no other business and the Meeting closed at 10.46	

Signed

Date