

Registered Charity No: 1105144



U3A Trustees Meeting Monday 19 December 2022

Held at 9.30 at The Wesley Centre, Sandbach CW11 1DG

		ACTIONS
1.	<p>PRESENT: Stuart Naylor, Linda Bilsborrow, Sue Jones, Alan Casey, Alice Holmes, Keith Saywell, Linda Williams, Kate Ashcroft</p> <p>In addition Louise Adams and Moira Egan also attended the meeting and were welcomed by the chair.</p> <p>Apologies: Paula Reilly Cooper, Barrie Hacking and Jennie Haines</p>	
2.	<p>Minutes of November Meeting and Matters Arising</p> <p>Item 3b) Suggestions from a Member</p> <p>It was agreed to delete the following sentence from the minutes as this statement was incorrect. <i>“It was agreed to ask the Swish team to discuss this at their next meeting.”</i> After this correction, the minutes were accepted as a correct record.</p> <p>Matters Arising</p> <p>As Sharon is no longer able to be venue co-ordinator due to ongoing ill health, Louise Adams has kindly agreed to act in this role until February 2023. Moira Egan has volunteered to take over the role after that date, at which point she will be co-opted as a trustee.</p> <p>2) Closure of Nat West Bank in Sandbach</p> <p>Alan said he would be circulating the You-tube video explaining other ways in which Group Leaders could pay money into the u3a account.</p> <p>6) Emergency Contact Details and Venue postcode</p> <p>Agreed that as Barrie was not at the meeting this item should be deferred until our March meeting.</p> <p>It was agreed that Paula would ask Group Leaders to highlight the need for emergency nos for all members of their group. Linda to highlight this in the newsletter.</p> <p>10e) Storage of archive files and equipment</p> <p>It has been agreed with Peter Duncan, GL for Circus Skills, that we can have a small section of his storage facility to store our files and other equipment. Agreed we will pay him £10 per month rental.</p> <p>Also agreed to look into whether we can scan and store previous committee paperwork. Keith to ask Barrie whether he can recommend a printer to do this.</p>	<p>Stuart/bf March</p> <p>Paula/Linda B</p> <p>Keith/Barrie</p>
3.	<p>Update on planning for AGM in February 2023</p> <p>Linda B said that currently 7 people had voted online.</p> <p>Agreed she would send out a reminder in her next newsletter.</p>	<p>Linda B</p>
4.	<p>Agenda for Group Leader Working Lunch 11th February 2023</p> <p>It was agreed the invite should go out to the Group Leaders early in January 2023.</p> <p>The following agenda was agreed for the working lunch:</p>	<p>Paula</p>

	Options for paying fees once Nat West bank closes in Sandbach Reminder for planning for 2024 Celebrations Reminder to ask members to fill in their profile – importance of emergency contact.	Paula/Keith Kate
5.	<p>Session Fees for Bowls Group</p> <p>Keith presented figures showing attendance and fees received for individual indoor bowls groups.</p> <p>The committee discussed the question from a group leader of one of the bowls groups asking why the bowl groups didn't receive the discount given to all other groups for paying their fees in advance.</p> <p>After discussion it was agreed to re-convene the Fees Working Group (Stuart, Keith, Linda B, Louise, Paula and Alex). Stuart will draft a brief for the Working Group to consider the following:</p> <p>Firstly, in principle, the Bowls groups should all get a discount for advance payment of fees, but the financial implications of this need to be taken into account. It is possible that session fees will be increased, before any discount is applied. Timing to implement this discount should be up for consideration.</p> <p>Each group should be treated separately.</p> <p>Agreed to invite another Group Leader from the Bowls Group to join the Fees Working Group. -Ask Paula to make recommendation who to include.</p>	Stuart Fees Working Group Stuart/Paula
6.	<p>Update on 2024 Celebrations</p> <p>Kate said the Town Hall had been booked for Saturday, 18th May in the daytime and for the evening. The Masonic Hall is booked for Friday, 17th and Saturday, 18th May. There will be a free market stand that we can use for publicity on Thursday and Saturday.</p> <p>Latest plans for celebration to be deferred until January meeting.</p>	Stuart b/f Jan 23
7.	<p>Sign up Day and Membership Renewal Day</p> <p>Stuart, Linda B, Paula and Sue met and had made a detailed plan for the sign up day in 2023. The date agreed was 6th September 2023.</p> <p>The action plan focused on sharing actions and planning well in advance to avoid giving Paula too large a workload as had occurred in 2022.</p> <p>Membership Renewal Dates to be deferred until Barrie was present.</p>	Defer Jan 23
8.	<p>Finance Update</p> <p>Keith went through the figures with the Committee</p>	
9.	<p>Membership Update</p> <p>It was pointed out that the number of members in 2022 – 23 had fallen slightly, but membership was still at a healthy level.</p>	
10.	<p>Trustees Admin including Calendar & information update</p> <p>Sue to update calendar and liaise with Alice and Kate regarding dates of trips and members meetings.</p> <p>Update on Voice Amplifier</p> <p>Linda W has sent out an email to all Group Leaders giving details of voice amplifiers available for members who are hard of hearing. Agreed the Poetry group should get a hand held microphone, rather than using the existing amplifier which relies on a head mike.</p>	Sue Linda W
10.	<p>Any Other Business</p> <p>The Committee thanked Alice for organizing a very successful Christmas Party.</p>	

	Library Rota. Agreed only one volunteer was needed up until the end of April. After that it would revert to two volunteers. Alice would also be at each library day. Library Rota to be reviewed in the summer.	
	The meeting finished at 11.08	