

Registered Charity No: 1105144



U3A Trustees Meeting held on Monday, 16th January 2023

Held at The Wesley Centre, Sandbach, CW11 1DG

| | Meeting commenced at 9.30 a.m. | ACTIONS |
|----|--|---|
| 1. | <p>PRESENT: Stuart Naylor, Barrie Hacking, Paula Reilly-Cooper, Alice Holmes, Linda Bilborrow, Keith Saywell, Kate Ashcroft, Louise Adams, Moira Egan, Sue Jones</p> <p>Apologies: Alan Casey, Jenny Haines and Linda Williams</p> | |
| 2. | <p>Minutes of December 2022 Meeting and Matters Arising</p> <p>3b) Delete "Agreed she would send out a reminder in her next newsletter" (she refers to Linda B)</p> <p>2- 10c) Storage of Archive files and equipment – Stuart has asked Peter Duncan to send a quarterly invoice to Keith for the storage facilities used by u3a. A sum of £10 a month has been agreed.</p> <p>5 – Session Fees for Bowls Group – One bowls Group Leader has agreed to join the Fees Working Group but no others have come forward. A meeting will be held to discuss the bowls session fees in the next few weeks.</p> <p>10 - Library Rota – Agreed to continue with two people for the library duty i.e. one committee member and one volunteer. Alice Holmes will also be there. Sue to contact volunteers.</p> | <p>Keith</p> <p>Sue</p> |
| 3. | <p>Update on Planning for AGM in February 2023</p> <p>Linda B said all was going to plan. She had so far received 72 votes out of a possible 1,242 membership. Sue to ask for volunteers to help with refreshments at the AGM.</p> | <p>Sue</p> |
| 4. | <p>Update on Planning for Group Leader Working Lunch 11th February</p> <p>Paula said she had received positive replies from 59 group leaders. She said she would remind group leaders that replies are required by 31st January.</p> <p>The following content for the presentation was agreed</p> <p>Options for paying fees - Keith will give a slide presentation outlining all payment options available.</p> <p>Reminder for planning for 2024 celebrations – Kate</p> <p>Emergency contact details for all members available to Group Leaders. (Linda B to send details to the committee on how to use an ICE number in the event of an accident.) This information to be relayed to Group Leaders.</p> | <p>Keith</p> <p>Paula Linda B</p> |
| 5. | <p>Membership Renewal Days</p> <p>Agreed to hold Renewal Days on 12th and 26th July and 9th and 23rd August.</p> <p>Louise and Moira to contact the Masonic Hall and Wesley Centre to check their availability for these dates.</p> <p>Agreed to have 4 tables staffed by two people (one committee member and one volunteer) with two volunteer stewards. Also agreed to have refreshment area and offer free tea/coffee and biscuits. Agreed to bring forward planning for these days at May meeting.</p> | <p>Louise/Moira</p> <p>Stuart b/f May meeting</p> |

| | | |
|----|---|-----------------------------------|
| 6. | <p>a) Finance Update Keith said the accounts were healthy. He said he needed more accurate information from group leaders on when sessions were cancelled so refunds could be requested. Paula said all cancellations are listed on programme pages on Swish.</p> <p>b) Increase in charge for TAM Magazine The charge for the TAM magazine is being raised by 25p per copy. We agreed that this increase will be covered from u3a funds. It was agreed that members should be made aware they can cancel the magazine on their profile page. Another option would be to view the magazine on line free of charge, but members would need to register with the u3a. Barrie said he would help any members wishing to do this. Agreed Linda would put a note on the next newsletter giving members the options available for receiving the TAM magazine.</p> | Barrie Linda B |
| 7. | <p>Membership Update Barrie said there was a steady increase in membership. He said the membership card is due for renewal. Agreed to update logo and add web address to the card.</p> | Barrie |
| 8. | <p>Trustees Admin a Confirm renewal of zoom subscriptions Currently, we have two subscriptions – one for committee business and the other for groups use. The cost is £150 each. Agreed Louise will cancel groups zoom subscription (rarely used during the last year) and Stuart will renew the committee business zoom subscription. Louise to see if we can secure a refund from the cancellation of the groups subscription. Calendar – Sue is updating the 2023 calendar and will it will be circulated at the next committee meeting.</p> | Louise |
| 9. | <p>AOB Celebration booking form Kate said that the Masonic Hall requires a completed booking form for the celebrations on 17/18 May. Agreed Louise/Moira will action.</p> <p>Members Meeting As there was no heating at the members meeting in the Town Hall on 9th January, it was agreed that Kate should ask for a reduction in the cost charged for both the hall and the kitchen, where there was no hot water available.</p> <p>Data Base Inputting Keith would like help with entering invoices onto the database. He estimates he would need someone for 2 hours each month. Keith to send Sue a written summary of what this inputting involves, which she can send out to members who have expressed an interest in IT work.</p> | Louise/Moira Kate Keith/Sue |
| | The meeting closed at 11 a.m. | |

Signed

Date