

Registered Charity No: 1105144



Minutes of u3a Trustees Meeting held on 15th January 2024

Held at the Wesley Centre, Sandbach, CW11 1DG

		ACTIONS
1.	<p>PRESENT: Stuart Naylor, Linda Bilsborrow, Alan Casey, Barrie Hacking, Alice Holmes, Linda Williams, Paula Reilly-Cooper, Jenny Haines</p> <p>Apologies: Keith Saywell, Moira Egan, Kate Ashcroft</p>	
2.	<p>Minutes of December Meeting and Matters Arising</p> <p>Matters arising – Line 4 – to clarify, the Book Club needs a new venue because of the cost of the present venue.</p> <p>The Committee then agreed that the Minutes were a true record.</p>	
3.	<p>Update on AGM Planning</p> <p>Members will be sent a final reminder email in the next update – a letter will be sent to all members not on email and paperwork will be in the library.</p> <p>The voting system needs to be tested, Alan will send an email to all committee members for them to do a dummy run on the voting system.</p>	Alan
4.	<p>Planning for Group Leaders Working Lunch</p> <p>Paula said that she has had 50 positive responses, 12 declined the invitation. Leaders have until 22nd to reply, but she may have to send out a reminder.</p> <p>21st Birthday celebration</p> <p>We have an outline programme to give to group leaders at the lunch. Leaders need to make sure group lists are up to date, plus their waiting lists. Leaders might need some instruction on how to manage their membership lists and waiting lists.</p> <p>There is an assumption that all classes finish in May, but groups can carry on through the summer – this is at the discretion of Group Leaders.</p> <p>Stuart is happy to do a briefing, and will liaise with Paula.</p>	Paula Stuart Paula
5.	<p>Finance Update</p> <p>In Keith's absence it was confirmed that we have a healthy balance.</p> <p>There was one query – how to credit a member who has paid in advance but could not attend classes because of serious illness. The simplest arrangement is for them to be credited for the next block of sessions. If the attendance goes across financial years then they should be given a refund. In either case the Treasurer should be informed.</p>	
6.	<p>Membership Update</p> <p>Barry said that there were 6 new members at the Library desk last week, plus 2 lapsed members rejoined and 2 joined on line.</p> <p>We need to organise a New Members Morning and agreed on 25th March, 10.30am at the Old Hall.</p>	

7.	<p>Update on Groups Paula has had an email from Congleton U3A who are hoping to start a British Sign Language course and asked if we are interested. Paula has asked for more information.</p> <p>Paula had a meeting with 3 members who are interested in Local Industrial History, but not wanting to lead a group. It may be a good idea to ask the Minshulls if they were interested in doing an introductory talk. This could also be advertised to the wider group.</p>	Paula
8.	<p>Trustees' Admin Alice has organised a trip to Buxton on 4th April. This is now over-subscribed. Alice to explore ideas for new trips.</p> <p>The committee discussed the email received from Jinty Pike re: Library hours, etc. Because the library opening times have changed, an update will be sent to all members announcing new times: 10.30 – 11.30 am.</p> <p>Card Reader: Volunteers need instruction on how to use card reader – this should be emailed to them prior to the Library duty. Jinty reported only 1 new member pack in the library box. Stuart to liaise with Sue re printing more. Kate has a list of speakers for the Members Mornings, but the summer ones are not on the web site. This needs checking.</p>	<p>Alice</p> <p>Linda B</p> <p>Barrie</p> <p>Stuart</p> <p>Stuart</p>
9.	<p>AOB Secretary Role Sue's email address and phone number should be deleted and replaced with Stuart's details. There is nothing on the web site that describes current Committee roles. This needs attention and will be on the agenda for the next meeting. It is under Job Description on the One-Drive but needs updating before the AGM.</p> <p>Sound System at the Town Hall The talk on Canals at the last Members Meeting was spoiled partly by the presentation skills of the speaker, but mainly because the sound system in the Town Hall is not good. It was proposed that we purchase (2) wireless microphones which would improve the sound quality, although we would still have to use the Town Hall system in tandem. This proposal will be included in the Agenda for the February meeting.</p>	<p>Alan</p> <p>Stuart/Linda</p>
	Meeting closed at 10.39 am	
	Next meeting will be 19 th February 2024	

Signed

Date