

Registered Charity No: 1105144



U3A Trustees Meeting 15th May 2023

Held at Wesley Centre, Sandbach CW11 1DG

		ACTIONS
1.	<p>PRESENT: Stuart Naylor, Linda Bilsborrow, Barrie Hacking, Paula Reilly-Cooper, Alice Holmes, Keith Saywell, Alan Casey, Kate Ashcroft, Linda Williams, Louise Adams, Sue Jones</p> <p>Apologies: Jenny Haines, Moira Egan</p>	
2.	<p>Minutes of April Meeting and Matters Arising These were agreed as a correct record.</p> <p>Matters Arising The Committee thanked Barrie for organizing the new members' coffee morning which had been very successful. It was suggested that we may invite the 'meet and greet' team to future meetings, dependent upon numbers involved and Committee members attending. Paula to email Group Leaders reference date of 6th September for sign up day.</p>	Paula
3.	<p>Progress with possible arrangements for online payments Alan said paypal was now easier for members to use as a guest. It was agreed that it was a priority to encourage members to use paypal for group sessions. Group Leader training to include switching paypal on for all groups (see below).</p>	Stuart
4.	<p>Confirm action for some indoor bowls group in Autumn 2023 Keith supplied the committee with a current financial statement for all the bowls group. As bowls group 6 and 9 did not meet the 50% of costs threshold agreed by the Trustees, the following was agreed.</p> <ul style="list-style-type: none">Indoor bowls groups can only continue if they have a minimum of 20 members.Members of indoor bowls groups 6 and 9 must pay in advance. <p>Bowls groups 6 and 9 also need to consider other -ways of reducing the loss they are making. It was suggested combining groups together to make the numbers viable, would be one way they could improve their situation. These recommendations will be referred to the Working Group which will be meeting in the Autumn.</p>	
5.	<p>Planning for membership renewal days Renewal dates agreed: 12th and 26 July and 9th and 23rd August. Barrie will be sending out letters to members informing them of these dates. Members will be sent an email on 1st June. Agreed to have 4 tables with two people at each. Sue to contact volunteers to act as marshals. Exact numbers of committee members and volunteers to be agreed at next committee meeting. Sue to put notice in library with renewal dates.</p>	Barrie Sue

<p>6.</p>	<p>Decision about possible Group Leader Training in Summer 2023, including date(s), venue and focus</p> <p>Agreed that on two of the renewal days, 26th July and 9th August group leaders should be invited to attend a presentation/discussion from 12 noon to 1 p.m. followed by a sandwich lunch. It was agreed that the presentation should include the following topics:</p> <ul style="list-style-type: none"> • One or two group leaders to explain how to activate Paypal for online payments and how members will pay on the site. Emphasize the value and ease of use. • Alternative banking activity (due to the closure of both banks in Sandbach) • Update on 2024 Celebrations • Outline of venue pack, including reminder of health and safety rules. • General Q & A <p>Agreed to suggest group leaders submit any questions to the committee beforehand. Paula to email group leaders with an invite to either of these two dates. Louise was asked to contact the Masonic Hall to see if the bookings could be extended on these two dates as it was only booked until 12 noon at present. Louise to contact caterers for prices for the sandwich lunch after the presentation.</p>	<p>Paula</p> <p>Louise</p>
<p>7.</p>	<p>Finance Update</p> <p>Keith said he had received a very positive response to his request for assistance with keying in data to the swish system. He estimated that we are likely to have a reasonable surplus at the end of the current year. Agreed that an item be added to a future agenda to discuss how any surplus funds could be used to benefit members.</p>	<p>Keith</p> <p>Stuart</p>
<p>8.</p>	<p>Membership Update</p> <p>Barrie said membership was growing steadily. He will be making gift aid claim in June this year.</p>	
<p>9.</p>	<p>Update on Groups</p> <p>Paula said most of the paid tutor groups were continuing over the summer months and also several other groups were continuing beyond the end of May. The committee agreed this was a good development and that the concept of terms was outdated.</p>	
<p>10.</p>	<p>Update on venues and venue information pack</p> <p>Louise said that Sharon and Paula had started to compile comprehensive packs for each venue used by the u3a. Louise has taken over from Sharon after she left the committee. Each of these venue packs will be stored on one drive. Louise has also put together a paper file which group leaders can access. Agreed to have this file available at the group leaders' presentations on renewal days.</p>	<p>Louise/Paula</p>
<p>11.</p>	<p>Trustees' Admin</p> <p>a) Third Age Trust AGM – This will be held on the 18th October. No interest in attending.</p> <p>b) Card Reader for Payments</p> <p>It was agreed that members needed the facility to pay by card on renewal days. A new card reader was required. Linda, Barrie & Alan will research which type will be most suitable. It is likely that a new card reader will need to be linked to a mobile phone, so it may well be necessary to purchase a generic phone for u3a. Sue and Keith to set up the phone should we get one.</p> <p>c) Communicating with groups leaders who retire or who die</p>	<p>Sue/ Keith</p>

	Agreed that the chair should write to any group leaders who are retiring, rather than only group leaders who have been in post a long time. Paula to keep the chair informed of any such changes.	Stuart
	<p>d) Library Rota</p> <p>Linda has checked through the diary to see how many members have attended the library days over the last 3 years. She said it was apparent that the busiest times were from May to October when two people would be required at the library. However, it was felt that only one person was required for the months from November to April. Alice is also at the library on each date. Agreed to go ahead with this arrangement on a trial basis.</p>	Sue
12.	<p>Any Other Business</p> <p>Alan said the Swish user group for simple membership had looked at the following</p> <ul style="list-style-type: none"> • Use of bar code readers for checking members into venue. It was felt this was complicated by the fact that members would need to produce their membership cards. • Ability to vote on AGM - members could log onto their profile page and scroll to the bottom of the page for voting access. <p>Louise said she was cancelling her zoom membership. Stuart still has a zoom membership available.</p>	
	The meeting finished at 11.35	

Signed

Date