

**Minutes of Sandbach & District u3a Trustees Meeting
held on 9.30am Monday 17 June 2024**

PRESENT: Linda Bilborrow, Paula Reilly-Cooper, Alan Casey, Keith Saywell, Barrie Hacking, Alice Holmes, Kate Ashcroft, Moira Eagan, Jenny Haines

APOLOGIES: Linda Williams, Stuart Naylor,

2. MINUTES OF MAY MEETING AND MATTERS ARISING	ACTION
Minutes accepted	
3. UPDATE ON PLANNING FOR GROUP LEADER TRAINING	
Dates have been set for 10th July and 14th August. Group Leaders need to be reminded that their records need to be up to date and group numbers managed. There is a new item on Swish where you can see when each Group page was last updated. It is important that leaders check what is on their page and update as necessary, We need to provide a list of suggested content (Alan can help with Banners) but can to look at samples from other u3as. Alan has a group that will review the website at the same time. Almost 50% of the groups are full or have waiting lists. The handbook needs updating.	Paula Alan
4. REVIEW OF POTENTIAL 50% GROUPS	
Keith and Alan provided some information and Paula has done some projections. All look healthy apart from Patchwork and Philosophy – Philosophy used to meet at the Leader's home but now meet at the Masonic so costs have risen. Other groups (Bowls) need looking at – session fees need to be reviewed at the end of the year. Paula said that the figures would be accurate by the end of August.	Keith Alan Paula
5. CONFIRM UPDATED OFFICER ROLES	
These are all on the One Drive and include Task Lists for someone who is taking over a role. Treasurer Role – Keith said a volunteer did come forward but has now declined. Keith said that the task is not as onerous as people imagine – average time spent is 2 days per month. It was noted that we do need to get someone trained up before the end of the year. Paula noted that Venue and Programme Co-ordinators were not on the list – this needs to be recorded.	
6. REVIEW OF ASSET LIST	
We need 2 volunteers to take on this task. Paula said that there are several lists on the One Drive, but not sure which is the correct one. This needs to be updated. Volunteers will need access to the storage unit in Elworth and will also need to be able to contact group leaders to see who is holding what equipment, so will need knowledge of groups. Ken to send a message out to members,	Linda Ken
7. FINANCE UPDATE	
Keith said that we have a healthy balance of £48,000 but we will have a more accurate figure when we get to October when it reflects the reduced fees.	Keith

There was a query re members automatically receiving the u3a magazine as this is paid for by Sandbach u3a. In the past we have asked members to cancel through Barry if they no longer wish to receive the magazine. Paula will remind Group Leaders that they need to bank any moneys received before August. Also send a reminder to members to pay online if possible.	Barry Paula Ken
8. MEMBERSHIP UPDATE	
Feedback on the reduction of annual fees was very positive.	
9. UPDATE ON GROUPS	
One or two groups still need to provide information for the programme. We need confirmation of the venues to send to Group Leaders. We have received positive feedback from Chair Yoga, and 22 are now fully paid up, just a few yet to pay. Moirra and Paula met up with the new Masonic contact – Vicky. Still need to contact ML regarding the plumbing. They are trying to make the hall more user friendly with new lighting, etc. The accoustics could do with some improvement.	
10. TRUSTEES' ADMIN	
a) Calendar Email Stuart if you have anything to add. The date of the April 2025 Trustee meeting has been changed from 21st to 14th as it would clash with Easter Monday. Alan will be away for 4 months at the beginning of 2025, so help will be needed with his post (Ken, Barry, Paula and Keith) Library Duty: Kate said that people were still arriving early, but it was advised that volunteers should arrive at 10.00 am for the 10.30 start. A new member, DL, has volunteered for 26 June.	
11. AOB	
Barry now has a second card reader – he will look after it and take to the Library when required. Walking Cricket had a game against Lancashire at the football club. The club has a special rate for u3a - £1.50 for tea and cake, £3 for tea, cake and sandwiches. SW is taking over the admin for the choir, Triona is still Musical Director. Kate said that the Town Hall is booked right through to July 2025 for the Members' Meetings, but needs to book right up until December 2025, and then issue a list of dates. Leader's Lunch arrangements are in hand – Alice, Tricia and Moira to meet to discuss and plan venues. Kate reported feedback from members from the last meeting at the Golf Club: - organisation of food wasn't good - presentation couldn't be heard and the screen could not be seen from the back of the room. We need to talk to the Golf Club to see if they could improve the situation. Barry said it would be possible to put up a second screen Moira will speak to the Golf Club after checking with TN. We need to book fairly promptly – availability could be a problem.	Barry Kate Moira

Linda had a query from JD re the laptop acquired by Stuart. Slow to start up and screen very small but it can be used in the interim until we get something better. Bits and Pieces was mentioned as a good place to acquire second hand laptops, Date of next meeting: 15th July 2024	
The meeting closed at 11.06 am	