

**Minutes of Basingstoke – Old Basing U3A Committee Meeting held on
Tuesday 16th October 2018 at Christ Church, Chineham**

Present: Margaret Hayes (MH), Ian Stimpson (IS), Marie White (MW), Harvey Wallace(HW), Barbara Robson(BR), Liz Horner (LH), Linda Wain(LW), Vee Holliday(VH), Joan Carnell (JC)

1. **Apologies for Absence:** none

2. **Minutes of meeting held on 9th August 2018:** agreed and signed by MH. No key matters arising.
A handwritten correction made against typo error in Item 12 (IS Croquet update.)

Collective agreement on smooth running of Enrolment day with the changed room set-up - particularly having a separate room for new membership applications. [In total 28 new members signed up]

Recommendations for next year:-

- re-use this plan with little change.
- increase number of new membership forms available.
- front desk team to direct new members straight to room unless it is too crowded with a queue.

3. **Open Actions update:**

- *Licenses & Insurance Cover:* BR confirmed cover for all elements.
- *French Group projector:* LW confirmed that Rose now has loan of the spare one.
- *Archiving of > 4 years U3A Records* - overdue due to difficulties contacting retired Chair [Alan Robinson], who is in poor health.

MH to continue her attempts to secure archive material and collect table top display boards [which are needed].

4. **Chair Update [Margaret]:**

- Regional U3A Chairperson meeting has been re-scheduled to 30th Oct. However, MH unable to attend and MW, whilst willing in principle, not keen due to distance involved as meeting to be held in Haselmere.

5. **Finance Update [Ian]:**

Budget: on track with a slight excess of £2.5 k against contingencies.

Membership currently totals 783 - with new members still joining this figure is likely to change.

An estimate of £18K Reserve excess even with the recent withdrawal of £10K [moved into Savings].

Bowls and Croquet [fees and U3A Membership Agreement]: club now progressing with merger of Bowls and Croquet which will be run by 3 committees [one for each and one overarching].

The proposals regarding U3A members are:

- they become 'associates' with an annual fee of £25. Individual U3A members will have to decide on whether to become full members in their own right [£50] or U3A associate members limiting their play to just U3A sessions. Ditto Bowls side of the club.
- payment monies go to U3A who then pay the club.
- no voting rights even though U3A are approx. 30% of members.

IS has requested a reduced fee of £15 per person and is awaiting response.

Committee expressed concern, but recognised that draft Constitution is still a WIP.

Potential new Golf Group:

Both JC and IS alerted the Committee that this will also have the problem of balancing the mix between U3A membership and full club membership with the Pitch'n Putt club.

It has been particularly complex and challenging due to mixed messages from U3A HQ, and MH has had to get involved.

MH flagged the risk of significant admin confusion between income recording & tracking due to our U3A Charity status and Club insurance status.

Discussions to resolve are a WIP, and whilst there is now time before the fair-weather golf season re-starts in 2019, resolution is needed on these matters before official formation of this new Group.

6. National U3A Notifications [Barbara]:

BR showed the Committee the formal printed AGM report and the hard copy of the updated U3A Privacy Policy.

The Committee agreed that as the Beacon membership list has no GDPR compliance risks and as all U3A Governance Policies are available on-line, BR can just file them.

The U3A website can be used for checks by the Committee.

Trend of reduced frequency of news of National U3A events. It was noted that recent staff changes and/ or fewer volunteers could be the reason for this.

Some members receive the news on an individual basis and attend National events of interest to them.

7. Beacon Update [Liz]:

- good performance from Beacon in renewal season with features like the auto re-set to 'Lapsed Member' with no payment received by 2nd Oct.. [i.e. members have a 5 week grace period.]
Such members can be easily seen by Group Leaders and so removed from their Group listing.
GLs - active checks on their Group listing with the majority updating Beacon directly are also expected. *[see actions]*
- Concern that 8 Group Leaders still don't use Beacon but email their members direct.
The Committee noted that unless the GL uses bcc or has members' permission to send a group email there could be a privacy exposure. [see actions]
- National Beacon support adequate in spite of recent changes flagged at previous committee meeting and potential risk to Beacon future.
- workaround for Paypal subscription members getting the Year Book.
- email sends continue to perform well

Actions: JC at Group Leaders meeting to remind GLs:

- *Lapsed members should be removed from Beacon Group listing and [diplomatically] spoken to if they continue to attend*
- *Beacon is the preferred method for member email communications.*
- *All emails direct from PCs should be sent using bcc unless they specifically have their members permission to have their names listed on an open send listing.*

8. Membership Renewals [Linda]:

- total 783 to date
- 40% renewed on-line [311 in total]
- process for renewal and new members is problematic and time consuming. Committee member support was invaluable and much appreciated.
- the plan for next year is to advance batch print based on estimated membership numbers.

It was also recognised that the one-off special letter will not be needed next year.

- several new members at the October Monthly Meeting with positive feedback comments from them.
- 5+ actually signed-up at the meeting, based on their guest experience..
- 71 new members so far, with only 18% taking TAM.

9. November meeting [Linda]:

LW described the preparations for the Group Demonstration Monthly Meeting in November..

Corridor Displays: There will be three Groups. Calligraphy, Patchwork & Quilting and Art & Craft.

LH suggested MOTO Group for corridor space and LW will follow up.

20 mins Presentation Slots:

Environment & Us - Sue Juon to present; Music & Words - Diana Charnell to present; Walks With Your Camera - Denise Luker to present

LW plans to have a prior run-through check with each GL Presenter.

Committee happy with LW's plans and to allow MOTO Group a 5 min.slot.

New member pre-lunch session: timings were discussed, Committee Members reminded to support this. LW to confirm proposed 12 noon start and 1 pm lunch timings.

10. Members with Dementia [Margaret]: an issue with a particular member has raised the the question of our policy on how we should manage members who need significant assistance / can disrupt meetings. The committee recognised the sensitivity of such situations and that these should be managed in the first instance by the GL before requesting support and involvement from the Committee.

Decision: contact with next-of-kin will need to be made once a recurring issue is identified.

11. Christ Church Tables Replacement [Harvey]:

Tables used by both Bridge & Rummikub Groups are getting worn.

Currently 3 tables need replacing at an average cost of £50 each as they need to be robust enough to withstand weight of members using table top to help raise themselves.

Committee approved this spend of £150.

Also request for replacement cupboard for approx £100 .to provide more storage.

Suggested current cupboard should be cleared of all non-asset items to see if additional storage needed.

HW commented that for any IT equipment purchased, the requestor must demonstrate that they know how to use it properly.

Actions:

- HW to purchase three replacement tables
- HW to send email to GLs advising them that contents need to be listed on asset list etc...

12. Committee updates:

VH - none

MW - none

JC: Suggestions for new Groups.

- Rambling Group, 7 members showed interest.
- Gardening Group, 5 members showed interest :this group will be seasonal with only 3-4 meetings.
- Current Affairs, only one person showed interest.

- Local Archaeology & Creative Writing, No one signed up at the meeting, but subsequently a member has volunteered to lead a Creative Writing. Group.

- Other suggestions - Transport Group.

Quiz evening - Church Cottage [St Mary's] capacity for 72 - tickets [12 tables] selling well

Group Leaders Meeting date - Monday 29th October @ 1:30 pm Christ Church venue tbc.

LH - none

HW - confirmed deactivation of the Garden Appreciation Grp. on Beacon and Website.

BR - none

LW - asked for Christmas Meeting input.

Committee decided to drop wine and just have mince pies. Entertainer will be based on stage.

Strings and Things to be at front of Hall. (Two carols plus two seasonal songs)

MH - none

IS - none

13. AOB: Committee Member Positions were discussed.

- *Replacement for LW as Programme Secretary*

. Due to such a poor response, suggestion was to republicise this as a shared front of stage/ admin role.

- *Replacement for IS as Treasurer.*

There had been a volunteer, but the ill health of her husband has prevented this.

The Committee agreed that as a first step, these positions should be promoted at the New Members Welcome Lunch.

14.Date of next meetings:

January 15th Tuesday 9:30-11:30 pm Venue: TBC Christ Church, Chineham.

March 19th Tuesday 9:30-11:30 pm Venue: TBC Christ Church, Chineham.

Action: BR to book rooms