

**Minutes of Basingstoke – Old Basing U3A Committee Meeting held on
Monday 6th March 2017 at Christ Church, Chineham**

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

1. **Apologies for Absence:** none as everyone was present

2. **Minutes of last meeting held 9th January 2017:** Agreed and signed by the Chairman once the date for the next Committee meeting was confirmed as 5th June, rather than 22nd May

3. Update on Open Actions:

- Insurance cover: LW advised that this is not available for those in full time employment. The Committee agreed to put disclaimer in enrolment letter to cover this risk. **Action: MM**

- Financial Oversight: AR advised that the issues with the Trip Group was resolved as Joyce Cook now has separate U3A Bank Account and AR will help with her finance records from September 2017 once he is no longer Chairman. IS confirmed that Gabrielle Norfolk will provide financial reporting the lunch group. *Action closed.*

- Communication Committee candidate: JC advised that the candidate she had in mind would not be suitable. There followed active discussion on the promotional approach that could be taken through village magazines and public places like libraries / doctors waiting areas etc. . The Committee decided that these operational decisions are premature as the first step is to determine the actual growth strategy. They agreed that operational planning / coordination should be taken forward by the newly appointed Communication Committee member, and recruitment for this role to be put on hold.

Action: BR to order more U3A promotional leaflets

- other open actions : action owners confirmed completion/ closure status.

4. **Working Group for Enrolment Open Day:** [JC]

MW, LH, JC, MH volunteered for this. An August Enrolment date was suggested instead of September. The Working Group will consider this option and report back along with their improvement proposals at the June Committee Meeting. LW recommended replacement of Helium balloons with perspex free-standing holders and will provide the Working Group with size cost details.

5. **Beacon Update:** [LH]

LH had no key issues to report. Her current focus is setting up Gift Aid option. She advised that she had to add in a level of complexity due to the HMRC household rules concerning Gift Aid claims and that TAM payments don't qualify. A written summary was provided of the proposed workaround, using 4 membership categories based on 1) tax payers living in same house with same name 2) an individual stated address and these two categories need to be further split into a 'with TAM' and a 'without TAM'. The Committee had no objections and LH / HW will make the final decision on the best approach once they have attended the National Beacon Conference in April where this topic will be covered.

LH reported that failed email sends had improved with the main cause being incorrect emails. She recommended regular email address checks to tackle this. MM requested that the enrolment form instructs clear printing of email addresses so email addresses were correct for new members, .

Decisions Made:

- data check to be an integral part of September membership renewals / applications. New Members to be sent a welcome email in addition to welcome letter, acting as an email address test.
- BR or any other Committee member who sends a 'all members' Beacon email to provide LH a list of which members' emails had bounced.

6. Strategy for Growth: [IS]

Based on the earlier discussion around recruitment of the Communication Committee member, it was agreed that the first step should be an assessment on the impact on membership growth and the balance between the benefit of increasing incoming monies and the downside of increased GL workload, hall / home capacity limitations.

The committee recognised that growth could bring opportunities and positive potential for new groups, particularly on the academic side. LL and MH will be meeting many new members at a New Member welcome session being planned as a special session just before 10th May Monthly Meeting over an informal sandwich lunch. Supportive attendance by Committee members was requested and LW will send everyone details shortly.

Actions: [both outcomes to be reported back at June Committee meeting.]

- JC to assess growth membership impact
- MH & LW to gauge appetite for new groups at the New Members welcome session 10th May

7. Communications Committee Member Role: [JC]

Committee agreed to put a hold on this as recognised that Growth Strategy needs to be defined 1st [as per minutes decision in open actions section]. It was agreed that action is needed to ensure that interested members who come along to 'try-out' a group, do convert to fully paid up members.

Action: JC to remind GLs at the next GL meeting to do regular cross checks on Beacon against their meeting registers.

8. Group Leaders Meetings - date and structure: [JC]

JC proposed to reduce the GL meetings from three to two a year, and made the following proposals:

- a June meeting which also serves as a thank you and briefing for Enrolment Day.
- an October meeting which can be also used to gather feedback on the Enrolment Event.
- Thursday 29th June as the best date in terms of least Group activity clash.
- a venue change from Hook to one closer to Basingstoke.
- more involvement from GLs, for instance at each GL meeting some GLs can talk about their group.

The Committee agreed that the 3rd meeting held in February can be dropped with an element of caution on the long gap between Oct to June. JC was asked to monitor impact and review again for 2018-19. AR recommended an earlier date in June to allow for sufficient time period before AGM.

Action: JC to check best venue and date for June GL meeting.

8. Drop Box for File Sharing: [HW]

AR proposed that due to space limitation of 2GB for standard no-charge drop-box, there were two drop box services: 1) Premium service [£79 per user] for Historical and 2) standard service which has no cost for current documentation [within the last 2 years]. The Committee supported this proposal.

JC & IS cannot access drop-box and asked for assistance.

Actions:

- HW to provide home 1:1 Dropbox support to JC and IS
- HW to set-up archive account on Premium Service and give access to Business Secretary [BR] and Chair [AR and MH].

Decisions Made:

- April will be the go live date for operational use of Drop-box
- AR to proceed with electronic archive using the Premium Service account. He can discard of all paper that are not needed as a legal record.

9. Treasurers Q3 Report: [IS]

The Committee viewed the printed end of Q3 accounts prepared by IS, who reported a healthy finance status with the Actual Spend total being notably less than the Budget spend total. The Christ Church invoice is still outstanding so an approximate total of £25K has been accrued. The £4K surplus from fees was placed in the savings account and IS proposed leaving it there as this £4K brings the contingency fund up to the correct level, removing any need for increase Membership fees for the forthcoming academic year.

10. Committee Member updates:

- **MM:** TAM details updated. Static at 90. AR to remind members at the March Monthly Meeting.

Membership stats are:

Total New Members since Sept: 91.

Total Membership: 779.

Members Lapsed: 62

Members Resigned: 38

MM also raised the matter of updates of published information: printed Year Book, Beacon, and website when a listed member deceases during the year. It was concluded that both HW and MM should be promptly told about any deceased members so HW can do immediate Beacon and Website updates and MM can manually change the current Year Book being sent to new members.

- **HW:** requested clarification of the proposed new Family History group for beginners. JC advised that this is a sub-group of existing Family History, however there is a proposed new Group starting September 2017 called History / Current Affairs. HW also advised the Committee that he intends to change Hand Book layout, consolidating Group information in one place and not split by the central double page summary schedule.

Action: HW to do an initial check with JC before mailing out Group List details to GLs.

- **VH:** none

- **MW:** requested Committee support for the Hook Well-Being day 20th May at Hook Community Hall. This event is run by the Hook Community and will help promote our U3A. She requested a rota of staffing the table and also footage contributions for the video of our U3A Groups she wants to display throughout the day.

- **LH:** suggested Monthly Meeting notes are shorter, and move focus to the forthcoming talk.

Action: LW to provide following month topic synopsis to BR in time to go with meeting notes.

- **LW:** advised that Next year's monthly meeting programme is still being finalised. She can re-book the March speaker for August if a decision is made by the Enrolment working group to move Enrolment to August.

Action: LW to send interim details to HW so he can add to Hand Book draft..

- **JC**: GL Info Pack needs updating and proposed the practice of mailing out hard-copy is stopped and replaced by a website digital version. Her aim will be to streamline the Information Pack by reducing the amount of material which is supportive rather than specific. Links to National U3A website or our own website for much of this additional supportive information will be included instead of the full text.

- **MH**: Draft Constitution now ready and available on drop-box for Committee to view.

Action: AR to included in AGM Agenda pack with changes highlighted so members are aware prior to the AGM

- **BR**: handed over the National U3A invoice paperwork to IS. Other key paperwork sent e.g. film license, Insurance will be scanned and posted on our dropbox.

- **AR** - advised that the U3A Chair meeting is being held later in March and both he and MH will be attending.

10. **AOB**:

IS: requested that future Committee meetings are held at Christ Church rather than at Hook as it is more central. This suggestion was supported and IS will book the room.

11: **Next Meeting**: 5th June at usual time of 9:30 am at the agreed new location of Christ Church, Chineham.