

## **Minutes of Basingstoke – Old Basing u3a Committee Meeting 25<sup>th</sup> October**

Attendees:

Tony Summers

Janice Vaughan

Richard Field

Janet Field

Madeline Hussey

Elaine Budd - Chair

Paul Dodge as guest

Apologies – Rod Marshall, Liz Illet, Sue Seamour

### **1. Minutes of September meeting**

After explaining to JV the context of the note on having additional monthly meetings (should read new member meetings) these minutes were signed off.

### **2. Review of outstanding actions**

All updates to actions can be seen on the Action Register and more detail for items on the agenda below. A separate report should be added to the committee papers on the meeting with Maria Miller. EB to forward to RF for upload.

### **3. Financial Report**

TS presented new format of Financial Review comparing Actuals against Forecast. We remain on track to exceed forecast, primarily due to good rate of renewals and forecasted increases in hall/energy costs not materialising yet. TS stated that any upside on the predicted loss this year may allow us to reduce the membership fee increase next year.

### **4. Marketing update**

MH reviewed her marketing update paper that should be added into the Committee Papers on-line.

Key points to note:

- Article on quiz group in the gazette was very good but Mel was not aware it was happening. More such articles would increase our profile. MH to send copy of article to all group leaders via JF to ask for similar articles on a regular basis. Action MH – Oct22/01
- Successful activity with BBVA is arts and crafts group, were we have two groups joining in.
- MH felt the BBVA actions have been helpful and does not pose a lot of work for her. However, increasing our online presence on Facebook would be advantageous. MH/EB/PD to do Facebook training and any others will be welcome. Action: MH to find out dates.  
*Action: MH – Oct22/02*

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- EB asked about the attention-grabbing headlines, which are a good idea but how do we ensure that we don't upset people with our statements. *Action: Oct22/03 EB to ask RM on how to supervise this.*
- There was a discussion about groups that MH is in touch with wanting reciprocal advertising, such as dial a ride or opportunities to volunteer or the use of volunteers. JF stated that a decision had been made previously not to do this and this was questioned. It was agreed it was an easy decision with "for profit" organisations, but other more charitable organisations that might benefit our members was not so black and white. It was agreed to add to the agenda for next month when Rod is back. *Action: Oct22/04 EB to add to agenda*

### 5. Membership Update

#### a) Leavers

53 leavers to date, biggest reason was other commitments – a lot around child care. 22.6% did not give any reason. Health issues were large but not surprising given ageing. A shame that some put it down to transport following partner death, perhaps advertising dial a ride may help.

#### b) New Member Analysis

JV presented the new member analysis contained in the meeting papers. This showed:

- Friend and family referrals is the best way of getting new members .
- However, increasing our online presence on Facebook would be advantageous. MH/EB/PD to do Facebook training and any others will be welcome. See action Oct22/02
- Numbers joining as a result of publicity from other organisations was very low (2%).
- local magazines are providing a valuable source (13%).

JF asked if we are putting our energy into the right marketing activity, given the new member analysis and the size of the committee,

Accurate numbers of members will not be fully available until the grace period for membership renewal is complete 31 October 2022. JV will present these in November as part of her membership update.

66.67% of the membership are women and we discussed if we should try to target more men. The conclusion was whilst we are not allowed to have discriminatory groups, encouraging more traditionally more men-based interests could help. The Transport Group being an example.

PD agreed to write an article for the Gazette/Observer on the Transport Group – *Action: PD – Oct22/05*

The committee did not come up with any other suggestions this may need to be looked at on a later date.

There was a discussion about the data that we do post on the u3a Facebook, is it possible for members to share outside of the u3a? EB believed that unless the sharing function was disabled on the individual posts, then it could be shared. This caused some concern as it is not well understood. The Committee has asked the Facebook owner RM (not present) to investigate and distribute how to remove sharing ability to all Group Leaders and Committee Members. *Action: RM Oct22/06*

### 6. Meetings update

a) Monthly committee meeting

It was agreed that we revert to daytime meetings in an external meeting room. We will also move to bi-monthly in January, retaining the November meeting which will allow us time to complete the policy work. Decisions on availability need to be made. *Actions: Oct22/07 EB to forward a diary grid for people to complete, TS to review venues, EB to book.*

Minute taking was discussed. EB volunteered as she will not be chairing the meeting normally. It was agreed Brenda had done a brilliant job. There was discussion about inviting her back and Rod could give her the option, but there is a concern about having a member present who is not taking part. **Decision** taken for Business Secretary to do the minutes.

b) Feedback on monthly meeting

It was reported that there were approximately 40 people at the last monthly meeting (quiz) which was not deemed a success and it should not be a frequent replacement to the monthly meeting. However, it was agreed that we should do it once a year.

**Natalie/Julie** did a good job running the event and have asked if they can send mails to Monthly Meeting Helpers from Beacon. The Committee agreed this was permissible. *Action: OCT22/08 RF to set up group list to facilitate this in Beacon*

- i. It was agreed that we need a speaker at the December meeting, followed by tea and mince pies then the choir to get everybody leaving on a high. Human bingo was a concern given the layout of the venue for safety reasons. *Action: Oct22/09 RM to source speaker with preferably a Christmas theme*
- ii. Venue to remain as QMC
- iii. Following a report from EB on some negative behaviour. It was agreed that it will not be tolerated as we are an inclusive organisation. At worst it can be a safeguarding issue. If at a meeting this is demonstrated a Committee Member should be contacted and the person reminded of our code of conduct rules. RM should then send them a copy of those rules. If it continues the constitution tells us how to deal with such people – Approach to be added to **decision list**.
- iv. Last bottle of wine to be awarded to Brenda for her service to our u3a. *Action: Oct22/10 RM to present bottle with thank you letter*

Note: Please see Maria Miller notes where she offers to present to our monthly meeting or current affairs and it doesn't have to be about politics, perhaps and local issue of interest?

A discussion took place about our meetings structure and what is required. This was prompted by the action for more new member meetings the following was agreed.

- o We continue the Monthly Meetings for all members
- o One of the Monthly Meetings is the Meet and Greet at the start of the year
- o We will introduce once a term (3x a year) coffee morning. The invitees will have been with our u3a for 1 year or less and they can invite their friends. This will be done on a rolling basis so that each person is invited to 3. The objectives are:

- Make new members feel appreciated
- Encourage people to join groups
- Attract new members from friends
- Committee members are required to attend wherever possible

JV confirmed that she contacts any members that have not enrolled in any groups, to help them join and ensure we don't lose them. (

Commented [RF1]: I don't think anybody does this

The Committee discussed whether this would be a good time to encourage new groups. JF felt that this is better done with people that have been in the u3a more than a year and is currently successful as we have a number of new groups recently. No further action taken.

## 7. Group update

- a. JF confirmed the Book Clubs and Meditation have started successfully. The old Meditation has closed except 2-3 meet outside the u3a. Current Affairs location issue will be addressed soon.

PD confirmed Transport had 20 people with two not on Beacon. *Action: Oct22/11 PD to provide JV with information so she can contact them to join.* Reminder: non-members get one taster session

It was confirmed that RF and JF will take over the Bridge Improvers group. TS questioned the invoices he is getting from Bridge, and it was confirmed all invoices received are for Bridge Improvers.

Following a question from PD on who pays for teas and coffees in Groups. It was confirmed it is not paid for by u3a, most clubs as participants to give donations that the Group Leader uses to organise supplies.

- b. Production has completed for 50 Handbooks. This was a lot of work to produce and created strong feelings about the personal impact. It is not feasible for Committee members to undertake. A number of **decisions** were made following this activity which will be added to the decision sheet:
- a. We will not do this in house, it will be done professionally from marketing budget
  - b. For this year we will not produce more than the 50 although we suspect more will want it. If asked, we will just provide the spreadsheet list that was given out at the Meet and Greet and add guidance on how to access more details on the website
  - c. We will not charge the £1 for the 50 as this does not make economic sense in terms of admin and personal time
  - d. MH volunteered to put the 50 through letterboxes and will come back to the committee if it is too much.

Concern was raised about how the decisions were made about the production of the book, the information it contains (given GDPR and our inability to control where the Handbook is passed to) and the admin charge, as the Committee has not discussed it. *Action: Oct22/12 All aspects of Handbook production or whether not to have one to be added to May 2023 agenda for Committee discussion.*

## 8. Review of Policies and Procedures

It was suggested that there should be some mandatory training against some of the policies. MH has sent out a training list and next committee meeting we will discuss what training the Committee should attend. *Action: Oct22/13 EB to add to agenda.*

### Privacy

- Confirmed RF is contact for data protection and privacy. *Action OCT 22/14 RF to add all additional role titles onto website for example data protection officer, safeguarding, accessibility etc*
- Add to privacy that it precludes other suppliers
- Add retention timescale of 7 years

### Data Protection

- Reference out to a GDPR document
- Confirmed that Beacon Administrator blocks people that are no longer a leader of a group or no longer a Committee member from seeing information
- Decision made: If Committee member changes, password to private website should be changed immediately. *Action: OCT22/15 RF change password now and create a procedure for future committees to follow*
- **There should be a contact for data not being used.** *Action: Oct22/16 RF to update online*
- It was noted that for excursions where next of kin data is given, the u3a infer that that person has the permission of their next of kin to provide the data – Add to **decision** sheet
- We need to tighten up deletion of member data, when a member is no longer a leader of a group or no longer a Committee member
- **Decision** – GL and committee should not pass information covered by this policy around on personal email UNLESS the email content is password protected.
- **Decision** – We will not pay for security on Committee or GL laptops. Only exception is if there is no other mail or social media usage on the device. Exceptions to be referred to the Finance Officer.
- **Decision** – **For any personal device that a Committee member (or GL) uses to access Beacon, they must** take adequate and reasonable measures to ensure that their computer is free of viruses and other malware which might enable unauthorised access to the Beacon System

### Safeguarding

- Concerns were raised about how much data we need to collect. EB confirmed that we are required to collect enough information to allow the trustees to decide if we contact the Trust
- For a immediate risk situations, people should contact the Membership Secretary or failing that the Chair.
- EB reminded everybody for their own safety - No one person alone should manage or make decisions on safeguarding.

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- To note Madeline is doing the latest adult safeguarding training next week and will feedback anything relevant

### Equality and Diversity

- We will remove checking diversity of members from policy
- Should be part of mandatory training – see next month's agenda

### Accessibility

- We need to consider reasonable adjustments to meet this policy
- Issues should be raised to an Accessibility Officer and JV volunteered. However, if volume escalates this will be reviewed. **Decision** – accessibility issues will be dealt with as they arise, not to be proactive sought out. JV to review wording

### Incident report

- It was agreed to hold this document on the Private website but to make it know to GL's
- We were unclear how complaints would be dealt with. Our expectation is the Chair.  
*Action: OCT 22/17 RM to confirm*

### Risk Assessment

- Documents need to be kept for 3 years
- There was some concern about the liabilities of the Committee if an u3a member arranged an excursion or trip which is primarily u3a members but is outside the u3 governance and there is no risk assessment *Action: OCT22/18. TS is reviewing this and will report early next year.*
- Janet will ask for risk assessments to be done once a year as it is believed any insurance claims may be void if they are not completed.
- GLs do not need to share their Risk Assessments with the Committee, (but they do need to share them with the members of their group)

### Gift aid

- TS to check how many members are ticking Gift Aid to ensure we are claiming the correct amount
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*Action: OCT 22/20 JF to inform GL of both data protection, privacy requirements, risk definition and specifically the need to password protect all documents which contain private data.*

All reviewed policies and procedures above to be published on public website except Finance which should be in private domain.

Before publishing all procedure, owners should check header, footer and update information. Completed documents should be shared with RF to publish.

No AOB

**The next meeting is at TBA**

