

Open action list	As at 05/03/23				
Action number	Description	Action owner	Date of action	Target action	Updates
Aug22/04	Review of Expensive groups	JF/TS	2nd Aug	Sep-23	2/3 not discussed suggest move to September meeting with new committee
Aug22/18	Review guidance documentation for gift aid	TS	2nd Aug	May-23	2/3 not discussed moved to May agenda. 5/1 Document complete and with some committee members - added to agenda for March 25/10 not yet complete, request to review in november. Likely to be reduced in size.
Aug22/20	Review group leaders handbook	JF	2nd Aug	Jul-23	24/4 The updated handbook has now been added to the national website. JF needs to look at it and identify any changes and then decide how to disseminate to group leaders 2/3 Still awaiting update from Central 5/1 u3a national office is reviewing the current group leaders' handbook so we are waiting to see the new version before we distribute it. 29/11 Ongoing 25/10 Moved to November for review. No implications of this not going out yet.
Sept 22/05	Janet to contact Pat Smith regarding the historical booklet	JF	27th Sept	01-Sep	24/4 Another meeting was held on 21/04 and good progress has been made. The group is working to a deadline of September 2023. It will be an A5 pamphlet with 8 - 12 pages to celebrate our 25th Anniversary. 2/3 guy caplin has come on board to help with photos. There is an upcoming meeting. 10 pages so far. Suggestion is that we use for anniversary next year. 5/1 On going activity that is progressing well. JF is seeking any handbooks between 2014-2018, improving photos from the newspapers. Etc. The output will probably be a pamphlet that can be shared with our members. 25/10 JF has spoken to Pat and will be meeting before next committee meeting to progress getting the history of basingstoke U3a
Sept 22/09	Review venue and format of meet an greet	JF and Committee	27th Sept	01-May	24/4/ Suggested date is August 9th 2023 at QMC. Times given to TS for booking. JF to go through task list with CV. Update in May meeting 18/02 We need to set a date for the M&G at some point. JF will brief the GLs at the meeting on 14th March to see their reaction. Action moved to May for update

Oct22/18	Clarity required on liabilities of the committee if u3a member arranges a trip or excursion which is primarily u3a members but is outside governance and there is no risk assessment. TS to review	EB	25th Oct	May-23	24/4 Information send at confirmation that it has been received and read = Request to close 2/3 TS gave committee an update as per minutes of 2/3/23. Additional action . EB to ensure Joyce has this information on insurance (Insurance FAQs on central sites.) 18/02 Non-members are not covered by our insurance for such trips, so Joyce should be told. This is for the attention of whoever is responsible for risk assessments. Confirmation required that Janet is in agreement - confirmed - request to close
Nov 22/06	Decision on handbook production made - Mail to be sent to confirm our position	RM	29-Nov	01-May	2/3 RF said that he has had several complaints. What we do about it will be discussed on the growth/retention meeting. – not closed. 2/18/02 After the email about handbooks from Joyce Cook shortly before Christmas, RM decided it would be safer to say as little as possible, the lack of subsequent grumbles showed this to be wise. We should let sleeping lie. Agreement required from Committee to continue this approach and close action
Jan 23/05	To reduce risk of the Group Leader leaving the Excursion and Trips Group, discussions to take place if the GL requires us to find her support	RM	05-Jan	01-Sep	18/02 spoken with Joyce who has two people in discussion to back her up and take over as and when needed. This will need to be carried forward. Moved to chair's responsibility in Autumn.
Jan23/08	Ensure that giftaid options for Amazon are understood and how to implement them are added to the welcome pack	RM	05-Jan	01-Apr	18/02 Amazon has now closed down this benefit, so this should be included in the next newsletter by Rod. Action moved to RM 5/1 This has lapsed and TS.
Mar23/01	Newsletter frequency needs to be finalised before agm. Add to May agenda	EB	02-Mar	03-May	04/04 - added Request to close
Mar23/02	Ownership of logistics of monthly meeting to be reviewed in July meeting	EB	02-Mar	02-Jul	04/04 added Request to close
Mar23/03	Training required on card reader to allow new members to pay	JV	02-Mar	02-Jul	
Mar23/04	To understand if Sherfield is an appropriate venue for the monthly meetings we wil poll people when they come to the March monthly meeting on what transport they have used and feedback to the May meeting.	EB	02-Mar	02-Jul	18/4 the majority of the people arriving were by car, only 2 came by bus and 4 walked. I will redo this at the May meeting and see if we experience number drop off.
Mar23/05	Job Description for group leader needs to include arranging of August Meet and Greet and new Group Leader post July, needs to be made aware	EB	02-Mar	02-Sep	08/03 this is not required as already in job description. EB to inform new Group facilitator

Mar23/06	Formal request is required to use the Sherfield field for the picnic. JF and EB to arrange and work on picnic logistics	JF & EB	02-Mar	03-May	24/4/23 EB had initial meeting with Janet - update in May 18/4/23 Site visited and Natalie has all permissions in hand - Request to close.
Mar23/07	No speaker is required in June - RM to inform Julie	RM	02-Mar	03-May	18/4/23 - Julie is aware it is a picnic - Request to close
Mar23/08	We want to have an information desk at the Sherfield summer fete. MH to book this	MH/JF (in janet's absence)	02-Mar	03-May	
Mar23/09	We need to ensure Joyce has the insurance policy - EB to send to her and ask what paperwork she gets from anybody that a taster. Nothing is in writing - is this acceptable	EB	02-Mar	03-May	24/4 request to close 18/4 sent to Joyce in April andd Joyce confirms she has seen before. Joyce confirms that she tells people verbally that they are only allowed to come on one taster excursion and none are allowed for holidays
Mar23/10	Could we use our additional money to improve our offer? Ideas to be sent to EB & RF for May meeting	All	02-Mar	03-May	18/4/2023 added to May agenda
Mar23/11	Given the changes in charging for Pickleball all documentation/website etc needs to be updated to ensure it does not say that the one off fee covers ALL cost	MH	02-Mar	03-May	
Mar23/12	Ukulele opportunity to be passed to JF to manage	MH	02-Mar	03-May	
Mar23/13	To avoid confusion on setting up new groups the understanding of this process should be added to the Committee induction checklist	EB	02-Mar	03-May	5/3 updated and ask to be loaded on website REQUEST TO CLOSE
Mar23/14	Using speakers in groups to be assessed for cost and fairness. A subcommittee to write a paper	JF	02-Mar	03-May	24/4 No update due to Janet's illness
Mar23/15	A structured marketing plan is required. Marketing sub-committee to produce	MH	02-Mar	01-Sep	
Mar23/16	To help and to try to recruit the men shed members we could offer IT training. We should see if MH can offer such traing	JV	02-Mar	03-May	
Mar23/17	Business case required for a second projector for west of town	PD	02-Mar	03-May	8/3 Business case written and TS has given approval to purchase - request to close
GRAPR01	Age is an useful measure and we need to check what we can do under GDPR	EB	26-Apr	01-Jul	

GRAPR02	EB to target wider community halls for poster distribution	EB	26-Apr	01-Jul	
GRAPR03	MH to confirm what local papers she writes for and regularity of inclusion. Confirm additional ones we will target	MH	26-Apr	01-Jul	
GRAPR04	New scheme suggested to have mentors for group leaders - Group Facilitator to pick up CV If elected review in Sept - EB to add to job description	CV/EB	26-Apr	01-Sep	
GRAPR05	EB to write new Marketing job description that includes Group Development	EB	26-Apr	03-May	
GRAPR06	MH to write letter to all members about benefits of being a group leader	MH	26-Apr	30-May	
GRAPR07	Look at social information on peoples hobbies to help design new groups	CV	26-Apr	01-Jul	
GRAPR08	Committee to decide who has responsibility for contacting existing group leaders of waitlisted groups now and in the future, about ability to split. This proved successful on other groups	All	26-Apr	01-May	
GRAPR09	We need to increase groups that allow learning that feed into other groups such as Bridge, cannasta etc. Do with new committee in September	All	26-Apr	03-Sep	
GRAPR10	The committee does not have clear priorities, we need to discuss after marketing plan is presented and new committee in place	All	26-Apr	03-Sep	
GRAPR11	We agree we need more coffee mornings and to ensure this is co-ordinated need an Events organiser to include oversight of Monthly meetings. New JD to be written	EB	26-Apr	30-May	
GRAPR12	To retain as many members as possible we need to contact all people in no groups and get feedback. CV to provide names post 9th May meeting to EB to write letter	CV/EB	26-Apr	01-Jul	

GRAPR13	We need to increase use of facebook and mail to ensure people are aware what is happening (evidence newsletter not read but a few) needs to be built into publicity plan	MH	26-Apr	01-Sep	
GRAPR14	We need to agree what is/can be captured on Beacon to add data capture - needs to be looked at by data analysis and beacon owner post agm	?	26-Apr	01-Nov	