

Basingstoke – Old Basing u3a
Committee Meeting 27th September 2022

Attending: Rod Marshall, Tony Summers, Janet & Richard Field & Elaine Budd

Apologies for absence: Apologies were received from Janice Vaughan, Madeline Hussey and Sue Seamour.

1. **Approval of minutes of last meeting** – Janet raised the question as to what happened following the feedback of the New Members meeting. Rod will speak to Madeline and report back. The minutes were agreed and signed.

2. Meetings

2.1 Feedback from Meet and Greet meeting – Janet reported the attendance on the day: 106 existing members, 70 potential new members and 56 Group Leaders. 5 people dropped out as helpers following the one week postponement, all of whom were covering the catering, but considering this everything went smoothly. There was a problem however with parking. The gates to get into QMC are now locked, so Chris had to stand at the gate with a key to let people in to QMC. We share the Visitors' car park, with people mainly going to the Leisure Centre. Dennis stood in this car park, letting first Jack, then Richard, know when spaces became available and directing cars to the spaces available. Jack/Richard stood outside the Visitors' car park, directing people into the Visitors' car park or to the Students' car park, as required. Richard reported that once the Group Leaders, and people attending the gym, arrived, all the parking spaces had gone meaning that some members turned away. QMC wouldn't let us use the students' parking spaces as the students pay for these but, after speaking to security, they did open it up to us. Some people may also have turned away, when the Students' car park became full, as we had nobody to manage the parking in there.

If we moved the Meet and Greet to August it would enable new members to access all groups in the whole of September. Another option could be that we ask if we could pay for more spaces in the studio student car park to relieve some of the pressure. After discussion it was decided to look at this again next year.

Rod said a lot of members had said how good the Meet and Greet event had been and he thanked Janet for all her hard work.

2.2 New Member meetings frequency – Rod will liaise with Janice regarding the monthly meetings. The October meeting will feature a quiz, November a speaker on hypnotism and it was agreed that the December meeting would be a pre-Christmas social get-together with carols if possible. Tony will speak with his choir to see if they would be willing to come along.

2.3 Venue issues/opportunities – Rod spoke to Madeline, who has a contact with John Lewis, so she is going to speak to them to see if it would be possible to hire an area in the old department store for meetings. Elaine suggested Church Cottage behind St Michael's in town but Janet pointed out that although this is a good hall, some members would have to park in Festival Place and would not be happy to do that. Rod said that Sycamore Halls might be a good venue and as we are a charity, we are able to hire the smaller hall for £10 per hour. After discussion, it was decided that Richard will list the different venues used on to the website with costings which Tony will supply to him. At QMC we can have the hall from 1.30 – 3.30pm at a cost of £20 per hour but as it has been noted that their attitude towards us may have changed, we will keep the situation under review.

2.4 Group Leaders meeting – Janet reported that two Group Leader meetings went well, both using Zoom, with 70 attending. There are 91 Group Leaders including deputies. Janet will arrange two further Zoom meetings and asked if the Committee wished to

attend. It was decided that Rod and Tony will attend but it is not necessary for the

whole of the Committee to attend. Janet said that she will arrange a face-to-face meeting in the Spring.

3. Group Updates

3.1 Communication with Group Leaders – Janet requested that any emails sent to all Group Leaders at the same time go through her. This will prevent the Group Leaders being overloaded and getting confused around who is asking for what information. Also, if any committee member is communicating with a group leader and they think Janet needs to know for information, please copy her in.

3.2 Current affairs – It is hoped that this Group will start on 14th October

3.3 Book Club – This has grown considerably with 40 in the Kempshott group and 20 in the Brookvale group. There is already a waiting list for the former.

3.4 Other new and closed Groups – Strings and Things may have finished. The leaders of Bridge Improvers have said they will step down in 12 months' time, but Richard and Janet have agreed to then take this on. Backgammon has a waiting list. Local History had 8 in the Group, but 15 joined at the Meet and Greet. Richard said that on occasion this Group will need a venue and Tony agreed that this can be booked and to let him know when they will be meeting. A new Cycling group is being set up by Janice. A Transport group may be set up and run by a new member, Paul Dodge. There are plans for a new Meditation group. Janet said the existing Meditation group may be closing and she will check if this is so. Janet now has a procedure in place for all new groups and they all need to go through her for Risk Assessment etc.

4. Handbook – Rod said this is probably about 2 or 3 weeks away from being finished. Janet had to check with all Group Leaders as to what they wanted and 20% have agreed to a generic email address being entered. Two groups have yet to confirm what they want shown.

5. Membership

5.1 Update on current numbers – Beacon shows we have 822 members, but this includes members who have yet to renew for 2022/23.

5.2 Grace period for renewals – At the present time it stands at two months but Rod proposed to bring this down to one month, which was agreed by the Committee. Tony confirmed that 700 have paid so far which is great. 19 have resigned and Richard confirmed that Janice does keep a note as to why members have left. Out of the 69 prospective new members, 40 have paid and joined. Janet pointed out that 70% of our membership is female and maybe we should consider increasing male membership when planning.

6. Financial Update

6.1 Numbers – Tony had sent out a report to Committee members and confirmed that the current account holds £2000. £2908 has been paid to the u3a and the social account amounts to £30,000 including the monies paid in by Janice. Tony asked Richard to change from PayPal to SumUp the cost on Beacon is £48.

Tony said we have not seen many venues putting up prices, but this will be kept under review to see any impact on the forecast and budget. Tony is happy with the present finances.

6.2 Authorised users of bank account – At the present time it is Rod and Janice but another Committee member is needed for this and Elaine has put her name forward for this which was accepted.

7. Marketing Update

7.1 Feedback on Madeline's email – Rod has spoken to Madeline about advertising and he feels that we can maybe ease back now as our numbers seem to have grown. Richard said that in August the number of people viewing the website had increased significantly and Janice does ask new members how they heard about us. Elaine suggested that we do an analysis ready for the next Marketing meeting. Elaine is still going to approach companies and she is also having a meeting with Maria Miller to discuss any options via the Council.

There was a short discussion about members who have left. Such members often say why they are leaving, and it was agreed that some analysis of this should be carried out.

8. Administration

8.1 Filing of information – Elaine asked where on the website things are filed as it appears that we don't keep everything together following every meeting. Tony agreed. Richard stressed that a lot of work is involved in doing this as there are 6 different steps to be able to enter all the information and not all of the information should be general knowledge. There followed a lengthy discussion with several suggestions but Rod would like to think about this further so it was decided to discuss this at a later date.

8.2 Archiving of u3a material – Margaret holds lots of boxes of historical archived material from when our u3a first started. Pat Smith offered at one time to go through it all and produce a booklet about the history of our u3a but Covid stopped this. Janet will contact Pat to see if she is still willing to go ahead.

8.3 Suggestion for format of policy updates – Elaine has been working on the Safeguarding policy and asked whether one person could sign this off or is it necessary for the whole Committee to see the policy. She presented a note of key points of the policy for the Committee to consider. Tony said that if any policies are from the National u3a then the Committee does need to see the policy document in full. It was agreed that the Committee member would prepare the policy and present the key points to the Committee for agreement before they are entered on to the website.

Which policies/procedures should be on the general public website and which were for committee or group leader only viewing was discussed. It was agreed that when a policy was presented to the committee, a recommendation on who should see it would be included.

9. Outstanding actions from minutes – There were no outstanding actions.

Richard said that in view of the changes to the Committee the password for the website will be changed after this meeting and he provided the Committee with the new password.

Date of next meeting – 25th October 2022, 7pm at 11 Belmont Heights RG22 4RW

Actions

Sept 22/01 - Rod to ask Madeline about the feedback following the New Members Meeting

Sept 22/03 - Rod to liaise with Janice about the monthly meetings

- Sept 22/02 - Tony** to ask his choir about performing at our December meeting
- Sept 22/04 - Tony** to advise Richard of the costs of venues to be entered on to Beacon
- Sept 22/05 - Janet** to contact Pat Smith regarding the historical booklet
- Sept 22/06 - Janet** to check status of the existing meditation group
- Sept 22/07 - Janice** to analyse members' reasons for leaving
- Sept 22/08 - Rod and Richard** to consider the best way to file information
- Sept 22/09 – Janet** to bring to **Committee** a review of venue and format of meet and greet
- Sept 22/10 – Tony** to add Elaine as authorised bank account user

Minutes taken by Brenda Austin