

Basingstoke – Old Basing u3a Committee Meeting

Tuesday 31st August 2021

Via Zoom

Attending: Rod Marshall, Janet & Richard Field, Linda Wain, Sue Seamour, Janice Vaughan, Madeline Hussey, Margaret Hayes, Liz Horner, Audrey Bird, Marie White (part of the meeting)

In attendance: Joan Carnell

Rod opened the meeting and welcomed Audrey who it was agreed would be co-opted on to the Committee until the 2022 AGM.

- 1. Apologies for Absence:** There were no apologies for absence.
- 2. Approval of Meeting Minutes – 27th July 2021:** Item 7 “Trustee Induction” - it was noted that there was a double entry which will be removed.
- 3. Open Actions:** Car stickers have still to be distributed to some committee members
- 4.** All Trustee Eligibility Forms are completed except for Liz’s which Janet will do with Liz at the Meet and Greet. Rod said that the yearbook is still in draft. Liz said several people want to join “Strings and Things” but she will need more music. Guy Caplin and Margaret have agreed to set up a course running for a few weeks covering the use of smartphones for taking pictures and videos, and editing them on a computer.
- 5. Treasurer’s Report:** We have received the third donation from AmazonSmile which amounted to £18.95, bringing us to around £55 in total so far. The Financial Statement and Treasurer’s Report to the end of August will be prepared and circulated to the Committee in the next day or two. Sue had submitted forms to Lloyd’s Bank for Joyce (and will do for Janice) but these were returned due to the fact that the mandate signed by Rod failed to arrive with the Bank. Sue will arrange for Rod to sign this again. Sue has spoken to the “Flower Arranging” and “Language” Group Leaders about venues and she has informed Rose that the cost of venue for Languages will have to be reviewed annually.

At present we have around £46,650 excluding the bank account for social activities but this will soon start to reduce with Groups now restarting. Rod said we will have a much clearer picture at the end of September when most of the membership renewals should be complete.

- 6. Meet and Greet:** This item was discussed immediately after item 2, to avoid wasting Joan’s time.

Linda thanked Joan for joining us this morning and for her hard work with the planning of this event. Joan has information from Queen Mary’s College regarding the main hall and Central Studio and has drawn up a plan. The stage is 9m square, the main hall is 13m x 21m, so there is plenty of space and the tea area is 14m x 4¹/₂ m. Joan has no indication of the foyer space, but there is a reception desk so she wondered if it would be possible for registration to be

done online rather than via a paper version. Liz confirmed this would be possible provided that a connection is available.

Labels are needed but ours are very dated and tatty now, so Joan asked if anyone had a laminator that she could borrow to make new ones. Linda has been looking at the cost of purchasing a laminator and they range from £30 - £100. Sue said we could afford to buy one for £30 which Joan said would be perfect as long it can be used for A4.

Joan has offered to help Linda set out tables and chairs on the day. Linda confirmed that the venue is booked from 1 – 4pm and Rod asked when it would be possible for us to arrive. Linda will check this. Linda has arranged with Guy to bring along his 32” TV to show the video.

Members should be asked to bring their own cups or mugs to the event. A rota is needed for refreshments and Margaret said that Marie was not sure whether the usual helpers will want to continue to do this. Linda will speak to Marie but asked Committee members if they could help. Janet is happy to do a stint but is not able to stand for too long. Janice offered to help and Rod put his wife’s name forward as a possibility. Helpers will also be useful as stewards and car park attendants, so if Committee members know of anyone who could help out it would be appreciated.

Joan asked about COVID restrictions and Richard said each venue has its own restrictions. Linda said there are none mentioned on QMC’s website. Margaret confirmed that three Groups will not be attending but it was felt that any Groups not attending can be represented on one table.

Linda said we should use a one-way system around the hall but any members using wheelchairs can use the ramp - but we will have to have signage.

Madeline suggested that, if we are short of volunteers, members bring their own refreshments or that we use paper cups but Linda is not happy with using paper cups. Margaret asked what time the Group Leaders should arrive and it was agreed that they should arrive from 1pm or but give themselves time to set up before visitors begin to arrive at 2pm.

Rod informed us that around 5,000 people have viewed our Facebook advert and 400 or so did something in response to it. This suggests the advertising has been successful.

Joan left the meeting after this item was finished.

7. **Enrolment Renewals:** Linda informed the Committee that there have been 9 resignations, including 6 from the suspended list and 2 from the lapsed list. There are 661 current renewals and 305 are outstanding. There have been 58 new registrations from 1/9/2020 – 31/8/2021, including 17 from 1/7/2021 – 31/8/2021. Rod asked Linda to send out reminders in mid-September and Richard said we should emphasise that we are back to normal now with activities.
8. **New Members’ Meeting:** Usually this is held immediately before the November monthly meeting, and we should hold this at Queen Mary’s College. Janice said there is a nice room there which would be ideal.

- 9. Beacon: Deputy for Liz/succession planning** – Richard confirmed he would be happy to train as a successor to Liz. Rod asked Liz if she would be happy to start training Richard and Liz said she would.

Data cleansing - It is obvious that the data needs to be cleaned up and Rod asked Liz what the best way would be to do this. Liz confirmed that the Group Leaders can add and delete members but can do nothing else. There are 5 Group Leaders who do not use Beacon at all and have their own ways of keeping information. Rod pointed out that this may cause a problem with data protection which is obviously a concern. Margaret confirmed that Group Leaders should not keep personal information on their laptops etc.

Training for Group convenors - Some Group Leaders say they are unable to access Beacon, so it is important for training to take place. Richard suggested that a list be drawn up of exactly what needs to be done and items can be ticked off when they are done. It was clear that this will be a long process. Liz agreed to meet with Margaret and Richard to come up with an action plan.

- 10. Future membership funding (new)** - The sub-committee looked at various ways for payment of fees: continue as we are now with an annual fee; pay as you go for activities, including cost for the venue, splitting this up into three sessions per year and Group Leaders collecting the amount due at the start of each session; pay one amount at the beginning of the year with graduated payments depending on the number of activities; or pay a basic fee and if the activity was expensive or specialist in any way then pay more. Janet asked what the principle behind this review was and Margaret confirmed that some members consider the fees to be expensive. After discussion the conclusion was that we stay as we are for the time being with an annual fee, but Rod asked the sub-committee to consider ways in which “more expensive” groups could be financed.

Venues: Venue details are now on the website with Terms and Conditions. Group Leaders should not book venues without speaking to Sue first.

Marketing: Madeline thanked Guy Caplin for the promotional video and for the hard work of the sub-committee. Marketing seems to be going well.

- 11. National AGM Feedback:** Due to unforeseen circumstances, Liz had been unable to join the AGM online.
- 12. Communication workshop for the South East 6th September 10.30**
Volunteer: Guy Caplin has been in touch with our regional representative at National level.
- 13. AOB:** Janet thanked the Committee for the job descriptions which will be on the website next week. Richard is updating the website with Group information – revamped activities and current activities. He will send a copy of each page to the relevant Group Leader, asking them to review and update if necessary. Madeline asked if it is easy for new members to join via the website and she was assured that it was. Margaret reminded everyone that you have to update Zoom regularly and if you are not updated by 1st November 2021, you will not be able to connect if your software is more than nine months old.
- 14. Date of next meeting:** Monday 18th October 2021 at 10am.

Actions: **Richard/Linda** – check COVID guidelines at QMC
Linda/Joan – signs to be made and laminated for M&G Day
Linda/Joan – purchase a laminator
Committee – Tell Linda if you are willing to help or know of anyone who can for Meet and Greet afternoon.
Update Zoom if required.
Funding sub-committee – consider ways of helping to fund “expensive” groups or ones that would like to meet more frequently
Sue/Rod – Bank mandate to be signed
Linda – Renewal reminders to go out mid-September
Liz/Richard – Beacon training
Liz/Margaret/Richard – Beacon: action plan for Group Leader training and data cleansing