

Minutes of the Basingstoke – Old Basing u3a Committee meeting on January 5th

1. Apologies from Liz Ilett
2. Minutes from 29th November were signed off
3. Due to a corruption in the file, the actions will be sent out outside of the meeting and updates will be provided offline – EB gave her apologies, she had not spotted the problem until the meeting.

4. Meetings/Group update

Discussion on Monthly Meetings - There were questions as to why the January Monthly Meeting had not been arranged. RM stated he had received feedback from some members stating they did not want a January meeting. It was agreed that in future there should be a January meeting, this will be added to the **Decision Log**.

Concern was raised that people may still think the meeting will go ahead. **Action Jan 23/1** RM will issue an email to confirm the next meeting is February.

It was also agreed we would have a Meet and Greet in August.

LI is not yet able to rejoin us, so RM will continue to be the lead co-ordinator for monthly meetings, working closely with Natalie Larner. Speakers are being lined up but not yet booked. It was confirmed that the venue is also not booked. Rod raised concerns about the late notice for moving us to Central Studio but after discussion it was agreed that we preferred the venue because of sound quality. **Action Jan 23/2 TS to book QMC central studio for the next 6 months including the AGM.**

The Committee thanked Tony for the work that he and the choir did on the carol singing for December. We had really good feedback.

New Member Meetings –

Madeline has booked Lychpit for 27th January. The April new member meeting has not been booked as Kempshott has not responded, but it is timetabled for 17th. There was confusion over who was doing the organising. This is felt to be a Marketing activity and it was suggested that the Marketing Sub-Committee needs to be strengthened and that MH delegates such actions as she is becoming too busy.

JV asked what was the purpose of the New Member Meeting. It was agreed that it is to bring together people that are new to the organisation and to retain existing people by encouraging them to join more groups or to set up new groups. The agenda is being built on the feedback from the previous meeting's feedback.

Action Jan 23/03 MH to circulate a draft mail to describe purpose as part of advertising the meeting, so that we get reach the right people and confirm attendance. Committee members to confirm if they can attend.

Group update -

- JF and TS confirmed that we have agreed any groups wanting to meet in August will be funded
- Simply Sewing is having an extra session each month to alleviate the wait list, although some members may go to both sessions
- Another round of signed off Policies and Procedures have gone out to the Group Leaders and we are receiving feedback. More evidence of the growing positive interaction between JF and the GLs.
- Another face-to-face meeting with Group Leaders will be arranged end of Feb/ early March. Request for funding for some food/drink was agreed with TS.

5. Marketing

Newsletter - Rod stated that he is doing them as and when. It was questioned why we have moved away from the previous monthly frequency. These used to include a resume of the last monthly meeting, information from central u3a, information on generally what is happening in Basingstoke (from mail from Council) and the calendar of events. PD said that in Milton Keynes the editor asked for articles from members.

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It was not agreed to return to this, but it was agreed that Newsletters are a good way of making us structured, so we will continue and agree frequency later. In the short term we will continue to use email to give timely updates, but for those not on email (approximately 20), EB will pull together the generic mails regularly and post them out. For those currently hand delivered by MH and RM, this will continue, as RM believes this is a good way to get feedback.

Action Jan 23/04 EB to get list of all not on email and send to MH and RM to confirm which they will service. Review of progress in March meeting.

Facebook – training was very good, subsequently EB has added to the training notes and written an approach which is being reviewed at the January Marketing meeting. It will be sent to the Committee for approval. This will feed into action Nov 22/09 responding to GL requirements.

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Topics Marketing are covering – New supplementary video is going to begin filming in February. We have 20+ volunteers but always looking for more – EB working with Guy.

Art exhibition – assurance and risk assessment have been completed. The exhibition will start on 13 February and run for 2 weeks, between 11am and 4pm every weekday. MH to start the publicity in due course.

6. Admin

Succession planning - Committee

- RF has said that he will stop doing the webmaster role at the point of the AGM
- RM will step down as his three years as Chairman finishes at the AGM
- TS/EB happy to stay in current roles

- JF, RM and JV are undecided as to whether they will stay on the Committee after the AGM and will decide nearer the time

In March we will need to start a campaign for a new Chair and Committee Members. It will be added to the March agenda.

Succession Planning - Group Leaders

Of particular concern, due to the impact on the u3a, is the Excursion and Trips Group, because this group is such an important part of this organisation. JF thinks that this is not a short-term problem, but it is something we should keep close to. **Action Jan 23/05** TS to talk to Joyce about our concern and see if she wants help. The objective is to show her that we think she is doing a great job and we want to know if she needs us to find her help.

Central u3a information – EB updated the meeting on the issues she is having to get the central u3a to update our membership details.

Zoom licences – RF is trying out a generic email address to overcome the need for a new licence. JF confirmed this was allowed under Zoom's T&Cs. RF will update us if this changes.

7. Member numbers

Current numbers 803, which includes 44 non-renewals – so 759 (as for 4/1/23)

Five new people are interested and in contact with JV.

JV is doing a good job having got all aspects of the membership under control and trends are clearly understood.

All members that have not renewed will now be shown in Beacon as lapsed.

For various reasons not everybody that has left has been contacted about their reasons for doing so. This is useful information, and it will be noted in the **Decision Log** that this analysis should be completed in November every year.

There have been a couple of instances where young people have arrived at meetings and enquired about joining. There is no lower age limit to membership, but the Committee is anxious to ensure that younger people know the normal demographic of the groups before they sign up as members. This should be carefully explained but they are very welcome if they still wish to join.

Membership costs - In preparation for the reduction in costs due in March, it was discussed how we will respond to current members that have not renewed, but are perhaps waiting for the reduction. It seems to be an issue mainly in one club and it was felt this was unfair on other members.

Therefore a **decision was made**: The mid-year reduction in membership fee will only apply to new members - lapsed members will not be eligible. **Action: Jan 23/06** RM will put this into the policy section of the website. This should be published in the next newsletter before 1st April.

TS confirmed that the mid-year reduction in fees would be to £25.

8. Finance update

We still have higher unspent amounts than anticipated in the budget for speaker fees and marketing. TS has requested a plan for the £1200 marketing budget. **Action Jan 23/07 MH to provide details**

TS reported that the forecast loss has been reduced. This is primarily due to meeting room fees not increasing as much as projected.

There is has been some discussion about the structure of our membership fees. There are many models across the country. TS is completing a pros and cons paper on our charging structure. This will be sent out in advance of March meeting at which point we will debate if any changes are required.

We could get more donations via AmazonSmile. This facility is not widely known and needs to be added to the welcome pack – **Action: Jan 23/08 RM to update the welcome pack**

9. Policies and Committee training

Mandatory training - A discussion took place on what should be mandatory training for the Committee. The current Committee members with the exception of PD, have undertaken deep dives into all Policies and Procedures and have undertaken Central u3a training. Based on that knowledge it was recommended that "Keeping it Legal" and "Running your u3a" should be considered mandatory for new trustees. A tracker should be kept by the Business Secretary on new Committee members that have undertaken them. **Action Jan23/09** to update the induction form with the above mandated information and to recommend that Safeguarding and Equality/diversity training be done too.

Review of Procedures

EB to send out a generic template for all policy and procedures.

Complaints - Once the footer is updated and it is made Basingstoke – Old Basing specific, the complaints procedure has been signed off and can be sent to Richard to make available to all Members on the website.

Disciplinary/ grievance - these should be combined to be one process – EB to let Janice know. (JV had left the meeting at noon.) Once this is done it should be distributed for offline sign off. Action Aug 15 & 17

AOB

History of u3a (action Sept 22/05) – this is now progressing well. Janet 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.

Our silver anniversary is 2024 which should be built into our marketing campaign for next year.

Next meeting is at Christ Church Chineham at 9.30 – 12.30 2nd March 2023

