

## **Basingstoke – Old Basing U3a Committee Meeting**

**Monday 18<sup>th</sup> October 2021**

**Via Zoom**

**Attending:** Rod Marshall, Margaret Hayes, Janet & Richard Field, Linda Wain, Sue Seamour, Madeline Hussey, Janice Vaughan, Marie White, Audrey Bird, Liz Horner

- 1 Apologies for Absence** – None (though Liz Horner did not join the meeting until around 10:50.)
- 2 Approval of Meeting Minutes – 31<sup>st</sup> August 2021** – The minutes were approved and will be signed at a later date.
- 3 Open Actions** – Margaret and Liz are in the process of sorting out Beacon and Liz will train Richard. Data cleansing and setting up Group Leaders on Beacon is still to be arranged. One problem seems to be with using passwords and Margaret has been going through this with some GLs. Richard said we have now purchased a laminator which he has if any Committee Members need to use it.
- 4 Treasurer's Report** – Sue reported that she has done the best she can with the information she has and the Committee have all seen a copy of her report. The **Financial Report** shows that we have a total of £56,865.03 in the account. We have budgeted on 650 members which Linda confirmed is where we are. Sue is waiting for information from Lloyds Bank for Joyce's account. £26,000 is the budget for venues this year. Groups cost an average of £19 per head and 1,400 is the nominal number of members in Groups overall. The Language Groups that meet weekly are the most expensive and we may have to make a surcharge to cover these costs. Ballroom Dancing and Walking Football are also expensive Groups. Margaret suggested that we should consider asking the Language Groups to meet face to face just once a month with the other meetings being via Zoom. (It was accepted that some language groups need to meet once a week due to the nature of the groups.) Marie pointed out that Rose used to take these classes at her house and has only used St Leonard's Hall in the last couple of years. 20% of our venue hire costs are on Language groups but it was pointed out that the cost of rooms at St Leonard's is fair and we do get a 10% discount. Margaret commented that the Computer Group will have to move from Christ Church as the internet there is hopeless – the group may move to the Chineham Village Hall.  
  
We are holding £15,000 in reserves.
- 5 Croquet Group** – Rod referred to his recent memo about the problems with the Tuesday morning group for croquet and wanted it stressed that what happened was nothing to do with the u3a. The problem has come from the Basingstoke Croquet Club and the fact that the Chairman of the Club, who is

also the Leader of our croquet group, had received complaints about this section of the group from two other members. The Committee have only just been made aware that there was a problem. Marie reminded the committee that there used to be a procedure in place for dealing with problems such as this, but Rod pointed out that the decision was taken by Basingstoke Croquet Club without our knowledge. Madeline said in such situations we have to come to some sort of compromise or else we may lose some members. The Tuesday morning group members are looking at other potential venues, one of which is the Elvetham Court Hotel, but we would have to be careful about the cost involved.

Margaret pointed out that it is not up to Group Leaders to say who can and cannot join a group unless there are any medical issues preventing them from certain activities. Sue said that Basingstoke Croquet Club would be sorry to lose our support as they need finance and Rod said we should wait and see what happens before any new decisions are made.

**First aiders** – Rod asked if anyone had offered to come forward and train for this. Margaret said that only one lady had come forward. The only venue that had asked for a First Aider to be present is Sherfield Hall, but we will not be using this venue.

**Christmas get-together** – Rod would like the Committee (including Brenda) to get together for a pre-Christmas meal, either in an evening or at lunch time. It was agreed that lunchtime would be preferred and this will happen on **Wednesday 15<sup>th</sup> December**. Rod asked Committee members to email suggestions of venues and he will make a booking.

- 6 Meet and Greet feedback** – Janet went through the notes she had sent to the Committee and the points raised. She suggested that the Committee set up a “Task Group” in June/July next year to cover the points and organise the next Meet and Greet. Margaret said there had been a very positive response from this year’s and that more members had signed up to Groups than ever before. We now have a blueprint for future Meet and Greets.

Liz joined the meeting at this point and apologised for being late.

Rod said that handheld bar code scanners are now being used by at least one u3a. Membership cards are sent out with a bar code, and members are told they **MUST** bring their cards to meetings. Scanners typically cost between £40 - £60 and the national finance committee has been asked to look into this and make recommendations. Sue has been looking at ways whereby new members can pay their fees on the day, and Lloyds may be able to help in this regard. 206 people came to the Meet and Greet, including Group Leaders. Linda thanked Janet for putting together the notes outlining the Meeting which will be very useful for the future.

- 7 and 8 Enrolment/Renewals and new members** – 20 to 25 members have left for various reasons and we now have a potential total of 716, including 66 past members have yet to renew or resign. Linda will send out a final reminder letter and if no response by 1<sup>st</sup> November these members will be

resigned. Margaret will send out an email to Group Leaders reminding them that Group participants must be full members, i.e. have paid their fees. Madeline asked if it would be possible to find out why members are leaving.

Linda would like support from Committee members for the first monthly meeting on 10<sup>th</sup> November for teas and putting out chairs. A map and directions need to be prepared and pointers for outside. Richard has got some pointers and will let Linda have them. Madeline said that a handful of potential members may be coming along that day as they wish to talk to people before committing to join. Margaret and Linda said they could attend the New Members' meeting, but we would need to know numbers and be supplied with names and email addresses. The New Members' Meeting will start at 12 noon with a short presentation followed by lunch at 12.30. It was suggested that pre-packed sandwiches would be best, then new members would be invited to join the main meeting. 82 new members will be invited but we would ask for an RSVP as we need to know numbers for catering. Rod suggested using the Conference Room for new members and Linda confirmed that it holds 45. Richard, Janet, Sue, Madeline and Janice offered to help on the day. Marie suggested to Linda that we should have an "In/Out" system as it would make things a lot better. Liz would like a registration desk with four people manning it. Janet said that QMC may want a copy of our attendance list but only showing name, membership number and car registration. Linda will send Rod the letter and Form for new members.

- 8 Strings and Things** – Liz informed the Committee that the next meeting of this Group will be held on Wednesday 20<sup>th</sup> October and there is one new member who is very good. Liz will look at the music for the Christmas meeting. Liz told the Committee that things are currently very tricky in this Group.
- 9 Beacon** – Margaret and Liz will get together soon and Liz will start training Richard.
- 10 Various – Charity Commission** - Janet asked for the Committee's agreement that she replaces our Constitution on the Charity Commission website. This was agreed. **Job descriptions** – All job descriptions are now on the website together with the different roles. **U3A Strategy Survey** – Janet will send out a link to any Committee members if they wish so that they can view the U3A Draft Strategy Survey. Linda asked if there would be any response to the completed surveys. **Monthly meeting refreshments** – We have two options for this: either the Committee sets up a rota or we ask for volunteers from all members. Marie suggested that we ask all members as some Committee members do not attend the monthly meetings. Audrey suggested that each Group takes a turn but this has been tried and tested before. Janet said something should go into the newsletter asking for volunteers.
- 11 AOB** – Richard asked if the Committee could go back to face to face

Committee Meetings and all agreed with this. Madeline said that Marketing should keep going and she asked Linda to send any information she has on new members. Madeline will then organise a strategy meeting. Linda asked for any ideas of where to put up our adverts for the u3a: please email either Linda or Madeline with suggestions. Rod said the enquiries email inbox should be looked at every day and Janice has offered to help with this.

**Christmas monthly meeting** – Linda asked for suggestions for a speaker for our Christmas meeting. Please let her know your thoughts. We have lost quite a few members due to our change of venue from Hook and Audrey suggested that we could offer a coffee morning at Hook. It was discussed whether it would be a good idea to split the membership into areas and offer coffee mornings for each area. This exercise would also give us some idea as to what areas of Basingstoke our membership comes from.

**Date of next meeting – 13<sup>th</sup> January 2022 at 9.30a.m** – Janet will source a venue.

**Date of Committee Christmas Lunch – Wednesday 15<sup>th</sup> December 2021** – Rod will source a venue.

**Actions:** **Margaret & Liz** – to look at Beacon and training for Richard  
**Margaret** – to sort out passwords with Group Leaders  
**Margaret** – Look at a new venue for the Computer Group  
**Linda/Rod** – Map and Directions to QMC  
**Liz** – Prepare a copy of our lists for QMC  
**Linda** – To send letter and form to Rod  
**All** – Suggestions to Linda for a speaker for Christmas meeting  
**Rod/Janice** – to liaise re monitoring the enquiries inbox