

**Minutes of Basingstoke – Old Basing U3A Committee Meeting held on
Thursday, 3rd Aug 2017 at Christ Church, Chineham**

Present: Margaret Hayes (MH), Ian Stimpson (IS), Joan Carnell [JC], Harvey Wallace(HW), Barbara Robson(BR), Liz Horner (LH), Linda Wain(LW)

1. **Apologies for Absence:** Marie White (MW), Vee Holliday(VH), Mel McMahon (MM). Special thanks to LH for giving up a special U3A trip to attend.

2. **Minutes of last meeting held 5th June 2017:** Agreed, with some minor changes noted and made on the hard copy which was then signed by MH.

3. **Open Actions update:** note, all other minuted actions from May meeting have been completed.

- Insurance Cover disclaimer for those in full time employment [MM]: action was to include a message about this in the enrolment letter. This action is now closed as a subsequent decision was made to not include any message.

- Archive Dropbox account [HW]: this is WIP with AR aiming to have this completed by end August.

4. **Chair Update [Margaret]:** MH kept this brief giving thanks for the Committee support received so far. She reinforced the need for better communications to ensure everyone is kept in the loop, and recommended emails are used for matters that need addressing in advance of the formal Committee meetings.

5. **Finance Update [Ian]:** IS gave two updates and also had some clarification queries:

- MM to be the replacement signatory for AR to keep the signee total to three
- approval given for printer purchase by MM

Action: HW get printer model details from MM and add to asset register

- August groups activity that involved Hall booking costs. IS noted that some groups e.g. bridge already were meeting during August but LW had held back from keeping the table-tennis group active through August because of the cost. The Committee discussed whether specific Committee permission is needed or if August activity can be decided at group level.

Decision: the Committee agreed that there was no need for Committee oversight and groups have the autonomy to decide on whether to continue three activities through August,, making hall bookings as needed.

- Funding of open days and necessary supportive equipment was also discussed. It was noted that some other U3A groups are organised on group self-funding basis, whilst our U3A centrally funds groups costs for regular meetings and providing a 50% contribution for any ad hoc Open Days. The Committee agreed that there needs to be no change to our central funding system.

Finally IS advised the Committee that Angela Powell has requested support for the fundraising Quiz Evening event currently being arranged by Angela Powell on 22nd Nov.

Action: Quiz evening, along with U3A diary purchases to be announced at both the Hook October meetings and circulated to GLs with a request that they promote the Quiz evening / form Quiz teams.

6. **National U3A Notifications [Barbara]:** BR advised the Committee on the following.

- need to renew the CLA [Copyright License Agreement]. IS provided the signed cheque for BR to send.
- Britain on Film Tour opportunity.

- The 2-3 week time gap between the new U3A National and Regional notices becoming available after our Monthly Meeting, creating a delay in sending out the Monthly Meeting notes. The Committee supported BR's suggestion to roll through any new U3A notices to the next month, enabling her to get the Monthly Notes out more promptly.

Action: BR to get MH registered as the new chair so she also gets U3A National notifications.

7. Voting for Regional Rep [Margaret]:

The Committee agreed that we should vote for the sole candidate for the South East Region, as by doing so, we demonstrate engagement.

Action: BR to the vote on-line and send the Committee details about the candidate

8. Enrolment Day [Joan]: JC talked through the proposed table layout plan asking for Committee input prior to sharing with the GLs. It was clarified that GLs do need to attend. JC confirmed that a powerpoint check had been done and that tea will be served throughout the afternoon. She was advised that MW will be organising cakes / biscuits as part of her tea-leader role. The Committee recommended the following adjustments:

- Renewals box location moved to reception area.
- add the missing both Play Reading and Poetry groups close to the Thomas Hardy / Literature group
- have some small tables in the corridor to help socialisation and provide an opportunity for additional displays
- add list of groups to the plan
- change event name from Enrolment Day to 'Group Enrolment Day'
- provide membership registration and membership renewal forms in Hall 2

Action: JC to update with proposed changes and then send to GLs with reinforcement and clarification that they do need to attend, or allocate a suitable representative their group.

Additional suggestions made were:

- keep corridor to hall doors open for ease of movement
- Table identifiers to be upright stands [menu holders], replacing the helium balloons, which JC will purchase.
- have 300 copies of the floor and group listing sheet printed to handout to members, using the Christ Church printing service
- encourage GLs to bring along examples / PC video streams of their activities for display

The Committee agreed that there was a good Enrolment Day plan in place thanked JC for her preparation work. They committed to be there promptly at 1 pm. JC will allocate duties on arrival.

9. AGM Feedback [Margaret]: MH asked for feedback, and the general view is that the lack of floor comments or questions was a good indication the AGM went well. However, there was an issue created from using a large envelope for the AGM packs and not using the large envelop stamps for the 51 paper postage packs sent to members who do not use email. The outcome of this mistake was late delivery and excess postage charge. Refunds have been agreed for two complaints made. The Committee discussed how to avoid this issue in the future and agreed that postage of AGM needs to be managed carefully, but also noted that the Constitution paperwork added un-usual bulk to the envelope, so the need to use large envelopes for AGM papers might not arise.

Action: IS to reimburse AR along with some outstanding expenses

HW suggested that the U3A logo is used on the AGM handouts, and on other member communications.

Action: HW to add logo image onto dropbox for use by Committee when preparing group or Committee electronic copies

The Committee concluded that the AGM had gone very well and congratulated MW for its success.

10. Handbook [Harvey]: HW shared an examples of the Odiham Handbook which demonstrated the positive impact of colour and heavier paper. He noted that the cost would be higher and asked if the Committee would want to move to this more up-market approach.

He then handed out the new Year Book which for the first time had introduced colour, albeit limited to front and cover. However this colour / black & white hybrid print run had created issues for the commercial printer, which had delayed readiness. There were some minor corrections outstanding, but HW confirmed that booklet will be ready for most renewals, but there was a risk there might not be enough for the very prompt renewal responses.

The Committee agreed that MM holds the 20 early print-run copies for these early responders, but once these have been used up to hold the renewal package send until the full print is done. They agreed that the colour improvement is worth the wait.

Action: BR to add to the January 2018 Committee meeting agenda for a Year Book revamp, which will include colour, photos and group information.

The Committee congratulated and thanked HW for a job well done. HW added that the Web Update was going well and should be completed by Christmas.

12. Committee Member Updates/Feedback [All]:

- LH: reminded the Committee that she and HW are members of the National Beacon user group and, as members, will be attending the Beacon conference in November.

- HW: reminded the Committee that they are the pilot group for Beacon on-line payments. He asked the Committee to ignore main membership renewal email as he will send us a specific on-line renewal request. He asked that he was informed as soon as payment was made, and advised the Committee that they would see a Beacon payment notification as well as PayPal notification.

- LW: asked for suggestions for Christmas meeting as she felt that 2016 meeting was not that well supported and had issue with the small tables. Feedback was that low attendance was due to cancellation of booked event. Proposal was to keep Strings and Things, and have other groups to attend: Poetry and the Greywell Handbell ringers.

- JC: one of the two French Conversation Group which was due to close due to loss of leader [Peter] want to continue. They will be a home based group, with a new leader, Eddie However, this new group has formed too late to include in the Year Book, but can be promoted at the Monthly Meetings and notes email.

- IS: none

- BR: none

- VH / MW: none in absence

13. AOB:

- MH: noted that there had been two recent requests for publicity exposure: 1) from Jan Smith, Secretary of the Tadley WEA and 2) Red Cross. The Committee agreed that support should be listed to leaflets at monthly meeting which can be sent to BR or to bring along themselves

- LH: Strings and Things request to play at Christmas from supermarket. She asked about how insurance, charity choice and payment should be handled. The Committee agreed that these mini concerts are a private

arrangement between Strings and Things and the Supermarket, so insurance cover and charity choice should be an arrangement direct with Supermarket and LH does not need to promote the U3A connection.

14. Date of next meeting:

MH proposed dates are fixed for full year and said day of week / time of day could be flexible.

- October: Thursday 12th , morning
- January: Thursday 4th, morning
- March: Thursday 8th, morning
- May/June: Thursday 24th, morning
- August: Thursday 9th, morning

Action: MH to check and then confirm these dates, or propose alternatives.