

**Minutes of Basingstoke – Old Basing U3A Committee Meeting held on
Monday 3rd October 2016 at 34 Middle Mead, Hook**

Present: Alan Robinson (AR), Marie White (MW), Harvey Wallace(HW), Vee Holliday(VH), Margaret Hayes (MH), Linda Wain(LW), Mel McMahon (MM), Barbara Robson(BR)

1. **Apologies for Absence:** Ian Stimpson (IS), Liz Horner (LH), Joan Carnell [JC]

2. **Minutes of last meeting held 1st August 2016:** Agreed and signed by the Chairman after correcting the venue address to Venue address to 84 Pardon, Oakley.. It was noted that the Treasurer job description action can be delayed by a few months as IS will be staying on another year.

3. **Beacon Update:**

- HW reported on behalf of LH's who had emailed a status report to the Committee. Since then another 12 have renewed with 117 still outstanding. Current total of registered members 830 of which 714 are renewed members. It was agreed that after an 8 week period from 1st September 2016/2017 academic year start, any outstanding un-renewed members will be lapsed by the system. All agreed that 14th October is a suitable reminder send date, and this letter will give 31st Oct as the date when their membership will be formally 'lapsed'. To help steward any un-renewed members still coming to group sessions, GLs will be provided with an updated list with un-renewed names marked red. This will enable them to personally remind them to complete the renewal process. form and subscribe.

- Hotmail issues ongoing as still awaiting Microsoft fix. HW uses a workaround. Other workaround options discussed were: 1) Grp Leaders send separate emails to those with hotmail accounts; 2) transfer hotmail accounts to comments field and use letter communications; 3) ask hotmail members to set up separate email accounts.

Action: HW to discuss options with LH and bring proposals to GL Oct. meeting for decision on best workaround and how to communicate to these hotmail account members.

- Alan proposed and Committee enthusiastically concurred appreciative thanks to LH in absence for her work, training and patient support provided.

- Next Steps: training of Grp Leaders at next Grp Leader meeting. HW to give access to Beacon for all Committee Members.

4. **Feedback on Registration Day:** still issues with front line desk of IS, MM and LH due to faulty socket forcing an emergency revert to paper system, but the renewal member forms were missing. This resulted in stress for MM and long queues and an overall bad 1st impression for any new members arriving. Suggestions for improvement from various Committee members were: 1) form filling should be on first desk with system entry as a follow-on activity. 2) Ensure set-up is completed by the 2 am doors-open start time 3) better front door control to prevent members entering the hall before 2 pm 4) stop the balloons as these took up time and attention. 5) move emphasis of enrolment to welcoming of new members with a Committee member on the door to do this.

All agreed that enrolment event should not be a time and place for renewal of memberships. For those wanting to bring cash, they can leave in sealed envelope in secure place. Mel's role should be registration for new members only.

Decision: a new enrolment model is needed and this needs to be developed by a sub group of the Committee members. The sub-group to also determine best communication approach of changes to both GLs and members. Best time for this task is spring of next year [2017].

5. Committee Goals: AR proposed allocation to sub committee grp due to time constraints.

- Constitution Review: this needs to be reviewed and updated as needed. AR reminded that this was done 18 months ago [May 2015].
Action: MH / LW to review and report back to Committee.

- Induction Review: VH shared her draft induction pack which was supported by the Committee.
Actions: VH to develop induction Pack based on this draft with MW making a start on U3A Foundation history. To bring drafts to next Committee meeting [Jan 2017]

- Committee sub-groups: it was agreed that the past 18 month 'busy' stage of change is now completed and there is not a direct need for standing sub-groups but to be set-up as needed for specific tasks. The need for a central document storage space was identified.
Action: HW / MH / LH to form a work party to find best central tool e.g. Beacon / Drop-box / Google share

- Promotion of U3A Ethos: active discussion took place around how to change membership attitude from one-way, to a two way one of a contributing membership mindset.
Decisions: 1) update 'New Member Information Pack' and include with the new member pack that MM sends out. 2) to develop further ideas
Actions: 1) AR to send updated copy to HW to post onto website 2) BR / LW to take some of the ideas forward and bring back to next Committee Meeting [Jan. 2017]

- Communication Improvements:
 - Newsletter:
Decision: discontinue newsletter as no volunteer for Editor role. To review decision if there are specific queries re: a Newsletter or an interested Editor comes forward. Member Communications will be the monthly notes updates which will also be posted on website notices.

 - Hook Notes: should have a consistent format and bullet points used to make it simple and easy to read. Short summary of talk to be placed at end of notes. Emphasis on next month's topic to be at top of notes.
*Note: agreed to reinforce at October GL meeting that any Group notices should be emailed in advance of the monthly meeting to o BR [Business Secretary]. BR NOTE: Year Book has incorrect email address for BR. CORRECT email address has a full-stop between robson and barbara : **robson.barbara55@gmail.com***

5. Disability: MM summarised the key disability issues based on the stats sent in advance of this meeting. it was confirmed by the Committee that 1) carers do not need to pay 2) upstairs room bookings can be changed to downstairs room bookings to accommodate any members with disability [as advised by the GLs] 3) there is a hearing loop in Elizabeth Hall and it was agreed that this will be switched on by default. 4) member home meetings situations need to be managed on a case-by-case basis.

Action: MM to check with JC to be sure GL are aware

6. Follow-up Actions from 1st Aug Meeting:

- TAM - due to some mismatches in TAM responses a checks needed to ensure renewal response is correct on Beacon.

Action: MM and HW to do checks

- GL attendance by Business Secretary. It was agreed that there is enough committee representation at GL and LW kindly agreed to be minute taker. AR flagged that all Committee members should aim to attend as possible and to be available to help with set-up.
- JC to add to GL agenda the best way to respond to enquiries from potential new members.

7. Committee Member Feedback:

AR [on behalf or IW]: membership total is lower than previous year, but recognised that we are still at start of year. There have been 30 orders for diaries and IW will order on their behalf. It was agreed that this is a personal decision by IW and any members requesting a diary should be directed to the U3A website to order direct.

LW - clarified that booking of speaker for after 2017 AGM will be for the second half of the meeting. Flagged that meal after January meeting has not been held in 2016. All agreed this should be booked for 2017.

Action: LW to book this.

MW - flagged there are not enough tea volunteers to sustain into 2017. All agreed that if run out of volunteers no tea needs to be served i.e. teas are a 'nice-to-have'.

HW - asked for reminder of plan to update of year book and asked for publisher version.

Action: AR to send

8. AOB:

MM - flagged that no date as yet had been agreed for the quiz evening.

MW - flagged that at the Christmas Monthly Meeting [December meeting] there could be an issue with seating space if have > 150.

Date of next meeting: 9th January at 34 Middle Mead