

**Minutes of Basingstoke – Old Basing U3A Committee Meeting held on
Monday 1st August 2016 at 84 Pardown, Oakley, RG23 7DZ**

Present: Alan Robinson (AR), Ian Stimpson (IS), Marie White (MW), Harvey Wallace(HW), Vee Holliday(VH), Margaret Hayes (MH), Linda Wain(LW), Liz Horner (LH),Mel McMahan (MM), Barbara Robson(BR) and Joan Carnell [JC]

1. **Apologies for Absence:** none, as all were present

2. **Minutes of last meeting 23rd May 2016:** correction - newsletter is twice a year, not once as noted in minutes. Agreed and signed by the Chairman

3. **Feedback from AGM:** Committee felt it had not gone well: too much discussion and not enough formality. It was noted that no one opposed the membership fee increase. Other concerns were:
- MW noted that many members were uninformed and suggested that the GL notes were forwarded to all members so they could be more aware of any proposed changes coming through.
- only just quorate numbers as many members left after the guest speaker's talk. The Committee agreed that for the 2017 AGM the AGM is held before the booked speaker and it is discreetly time framed to avoid the guest speaker being kept waiting. MW suggested that an option for 2018 is to have a dedicated AGM with social afterwards.

4. **Preparation for Enrolment Day 14th September:** JC gave a readiness update re: table layout, balloons etc. .. A layout plan will be sent to the Committee a few days in advance of Enrolment Day. New Groups and any changes will be based on the Year Book

LH made request for power points which will enable her to use her PC for updates directly onto Beacon database. JC requested Committee members arrive at least 1 hour prior to allow for set-up time. MH gave apologies in advance for absence.

5. **Status of Registration Process and Database update:** MM advised that so far there had been 186 renewals so far and 16 resigned with only one due to fee increase. She has found the Beacon system straightforward to use.

Decision: It was agreed that the single membership category should stay for the next academic year and the option for different categories is reviewed. e.g Honorary membership.

LH notified the Committee of two key problems found so far and noted that this low incident was encouraging for such a new system. These issues were linked to Hotmail and both LH / HW are working on resolution. Small matters like incorrect member data are part of their bedding-in fixing activities. LH confirmed that they have no control over the issue of new membership numbers
MH said how easy she had found it to use when emailing her group members.

Action: AR to send out AGM minutes by direct email to membership to avoid the Hotmail issue.

6. **Committee Goals for 2016/17 and Feedback on Training Sessions from LW:** AR went round the table and each members goals are listed:

IS - bedding down of Beacon

AR - using Beacon for Finance management

MM - support of membership with disabilities, and honorary membership for older members

VH - continuation and expansion of U3A promotion in Basingstoke area. Better membership communication of any changes

Action - BR to order 50 U3A booklets and check if this includes leaflet for new members [done]

MW - grow membership and ensure Committee Roles are kept up to date to match changing needs.

BR - focus committee efforts on majority of membership needs, rather than the smaller niche groups i.e. all needs need to be considered but not disproportionately.

HW - set up Paypal system ready for 2017/18 membership .

LH - full Beacon implementation, which includes finances

MH - better communication and understanding her future role as Deputy Chair

JC - better communication, and to fix ASAP some of the information missing for interested potential new members

Action - JC and HW to meet to fix these noted issues

LW - gave feedback on two training U3A training sessions: 'Managing Your U3A' and 'More time to Learn, Play and Live'. Managing Your U3A focused on using skills of individual Committee members; growing

membership; forming new Groups; learning from other U3A groups; growing and developing; keeping Committee roles relevant; review of constitution; induction pack for Committee members. 'More time to Learn, Play and Live ' was focused on planning effectively to enable efficiencies within the Committee and engaging more volunteers. This would be underpinned by marketing then U3A ethos to grow interest in both groups and volunteers.

Based on these training sessions, which LW noted closely match many of the members goals, LW felt that the Committee's goals should be:

- review of Constitution
- review of induction pack for new Committee Members
- sub-groups for certain Committee members e.g. Group Leader, membership renewal
- new members and Group Leaders understanding U3A ethos
- better communication e.g. maximising Hook Notes

Action - HW to draft letter with AR to clarify U3A ethos, and this to be targeted to new members

Decision/ Action: it was agreed that many of these goals needed specific Committee agenda slots, so the informal discussions were closed out and AR to plan in and add to future Committee agendas

7. Beacon Training: HW and LH gave an excellent live demonstration of Beacon, taking the Committee through the system's key features. All Committee members were impressed and positive about how this system will support them in achieving some of their stated goals for next year. All were warmly thanked HW & LH for their hard work and efforts in setting up the system ready for use. One-on-one training would be given to the Committee member roles to enable active use, in the meantime HW will set-up a general level access to enable some 'look'n see' familiarisation.

Action - JC to let HW know if she wants him to give a live demo of the GL functionality to Group Leaders at the next GL meeting in October.

8. Follow up Actions from last Meeting:

- 1) *A stock check and working order of each asset will be carried out by the new asset manager, including a further check of the effectiveness of HDML adaptor. [HW] - done*
- 2) *Make adjustments as needed on current depreciation years listed [HW] - done*
- 3) *Add high level Finance Committee role to next month's Member's Monthly meeting notes with input from Ian to frame this role accurately. [BR] - open*
- 4) *IS to add in £400 capitation cost line into 2016/17 budget. To adjust once the actual charge is known. - closed*
- 5) *Send through draft of Renewal form by end June. [LH] - done*
- 6) *New approach for Hook Notes / Newsletter / Magazine to be added to GL June meeting agenda for review [MW] - done for Hook notes and Magazine and Newsletter will be added to agenda item for next Committee Meeting 3rd Oct. [AR]*
- 7) *Reinforce this standard response etiquette for membership enquiries sent at 7th June GL meeting [MW] - open, now owned by JC*
- 8) *GL Handbook updates to make as per listed requests: in section 8 of minutes [MW] - open now owned by JC*

Brought Forward Actions from previous Committee Meeting:

- Pre- printed stationery estimates (AR): *two estimates provided 1) retail printer: 3,000 full colour on 100g paper £180 and long lead time. 2) on-line: 5000 for £149 120g paper and delivered within 2 days*
Decision / Action: Harvey to order online print services, quantity 5000 and quality: 80 g paper [end June] done
- Current asset statement (JE): *hand over electronic copy end May done*

9. Feedback from other Committee Members: AR went round the table and the following was shared:

JC - feel a bit lost as there has been no formal induction or induction information.

Action - Vee and Joan meet to discuss induction pack approach

MH - none

LW - needs help at month meetings to clear out and set-up.

LH - showed copy of Beacon membership cards, all agreed it should be used for this coming year's membership card

HW - Bridge Group Android Tablets purchase request.

Decision / Action: Committee approved this £420 whilst noting that the big group was the highest cost group of U3A. However it was agreed that the high Bridge Group costs needs to be revisited at the next Committee meeting. [AR]

IS - Committee agreed that IS should not take out further bonds as returns too small

BR - asked about her role in GL meetings. It was clarified that she needs to attend to take minutes.

Action: JC to advise of next GL October meeting date as she is away for booked 11th Oct

MW - Group Folk Tuesday dancing group finished and Italian Groups now now meet on one day which will reduce hall costs. .

Action: MW to send details to AR to make changes to current draft Year Book.

VH - none

MM - none

10: AOB: none

11. Date of Next Meeting: 3rd October.

Note - LH on holiday and has sent her apologies in advance

Future Meetings: 9th January, 2017; 6th March 2017; 22nd May 2017