

**Basingstoke – Old Basing U3A  
Committee Meeting  
Thursday 8<sup>th</sup> August 2019**

**Attending:**  
**Chairman – Margaret Hayes**  
**Vice Chair – Marie White**  
**Business Secretary – Janet Field & Richard Field**  
**Treasurer – Sue Seamour**  
**Membership Secretary – Linda Wain**  
**Systems Manager – Liz Horner**  
**Web Master – Harvey Wallace**  
**Members – Vee Holliday**  
**Assets Manager – Ian Stimpson**

**Apologies for Absence**

There was only one apology which was Joan Carnell

**Approval of Meeting Minutes 4<sup>th</sup> June 2019**

The minutes were agreed and signed

**Open Actions**

There were no open actions

**Chair Update**

The Constitution and Minutes of the Annual General Meeting have been sent to the Charitable Commission. Margaret informed us that every time a change is made on the website, we will be sent a memo. It will not always refer to us or the way in which we work but is for information only. She also advised that the CCLI is outstanding which enables us to show videos, but this is in hand.

**Finance Update**

Sue gave us a Finance Report and thanked Ian for an excellent handover. The report shows a bank balance of £8206.18. She will keep a close eye on membership numbers as this will affect things considerably in view of the change in membership fees this year. Margaret stressed that we are charging a very reasonable fee at £40 and although it was £15 last year it was a one off in celebration of our 20 years and this was fully explained at the time. It is up to individuals to decide on their continuing membership.

**Business Secretary Update**

Janet informed us that the National U3A Annual General Meeting is approaching, and we

must let them know by 16<sup>th</sup> August 2019 if we want to vote. If nobody is attending, we can vote by proxy etc and we need to make the decision today. She passed round details showing the different ways in which we can vote which explained the "Special Resolution". The Committee agreed to a proxy vote. Janet told us that reports and accounts can be viewed online. The CLA Licence and others have all been checked. Janet also informed us that bite size workshops are now being run which last 2 hours, but these are taking place all over the country so may not be suitable for people to attend. She has looked at the all-day workshops and has found a couple on Finance which she thought Sue may be interested in attending and will pass on details. There is also a course on Running your U3A which Janet and Richard may attend. She also advised that if we wish to hold an "Open Day" to encourage people to join there is a £200 grant available to claim for this. Margaret feels that, at the present time, we have a full membership, so this is not for us. Margaret did stress that what we do need are more new Groups. Sue pointed out that if we have more Groups then the fees for venues will increase and may defeat the object in extending our membership. She suggested we have a look to see what other local U3A Groups are running and Richard said he will have a look at this and report back. Margaret said that Members must realise that they don't have to be experts to run a Group. Janet told us that it was stated in an email that the diaries would be £2.50 but in fact they are £2.75 each. We have 27 ordered. Ian pointed out that some members may complain of the increase if they have pre-ordered. We will confront these complaints when they arise.

### **Group Organiser Update**

The Computer Group that runs at Christchurch Hall has had a lot of problems with connections which interrupts the performance of the Group. Vee said that in view of the fees we are paying for the use of the Hall this should be brought to the attention of the Management of the Hall, which was agreed.

Joan would like to investigate having Enrolment Day moved to another venue as Elizabeth Hall Hook has really declined. Several other venues were suggested but all had various problems. Joan has spoken to Elizabeth Hall stating that we were considering changing venues and they have agreed to put the tables out for us. Linda will check to see if they will put them away.

The Art History Appreciation Group is now continuing. Margaret has been through setting everything up and they seemed happy with this. The problem is the screen but Margaret has looked online and found a pull-up screen which maybe we should consider purchasing. The largest one costs £249.58 which is from a Company known to Margaret who she said was very good and helpful. On another website she found a screen for £177.60 but feels that this may be flimsier. Margaret also feels that we need to purchase a projector/laptop stand which will cost £60. Sue pointed out that this would take up a third of our £900 budget but Margaret stressed that a lot of Groups would use it and we don't spend very much on variables also the other equipment that we have is all up to date and won't have to be renewed for some time. Ian will go through our Asset list and update it.

Margaret said that we need to have a push on starting up new Groups and this is to be mentioned at the "New Members" meeting. She will be away from 25<sup>th</sup> October - 13<sup>th</sup> November therefore the "New Members" meeting will be on 9<sup>th</sup> October 2019 at 12 o'clock. Vee said it should be stressed that the meeting is for New members only as last year other members turned up and we were short on lunches which caused a problem. Linda will check the date with Elizabeth Hall.

## **Enrolments**

a) Linda confirmed that these have gone out and she has received 12 replies so far. She has sent out letters for those who don't have email. Enrolment cards have been printed and New Members application forms are on the website. Follow-ups to emails have been great so far. Linda suggested a box on enrolment day for those not renewing online. Liz says that this needs to include updates of personal details, especially email addresses which are essential. Chaser letters for enrolment to go out on 20<sup>th</sup> September stating that 31<sup>st</sup> October is the closing date for enrolment. Group Leaders are to chase their members to enrol. Linda asked for help to fill the envelopes with letter, ID card and booklets. All Committee members volunteered, and this will take place on 21<sup>st</sup> August 2019, venue to be decided.

Vee asked Harvey if the new Yearbook had been finalized as she hadn't received notification and he confirmed that he had emailed Vee asking for her approval by the following day. Vee said that she obviously had a problem with her computer as she didn't receive the email.

TAM – all new members will receive one copy of TAM and if they wish to continue then they will have to request it.

b) Tables will be put out and we will use the same format as last year. It will start at p.m. but Committee members to arrive before then. A box will need to be put out for forms.

## **Job Descriptions**

We need to have Job Descriptions therefore we need to download an example from the website and update to suit our needs. Margaret asked each Committee Member to note down their job descriptions to unify ready for the next meeting.

## **Next of Kin**

Group Leaders need to have access to details of next of kin in the event of an emergency. This is especially appropriate for activity groups because although the information is on Beacon the Group Leaders need to have this to hand. Joan needs to make Group Leaders aware of this and make sure their members have provided these details.

## **Committee Member Updates**

Linda - Following the survey of alternative ideas for the next May meeting A Quiz came out as the most popular with 76 votes followed by a Barn Dance with 54 votes. Linda felt the Barn Dance would be better, but Margaret said that as members voted for a Quiz then we should go ahead with that. She suggested a rotating quiz would be better to get members talking/mixing, which was the reason for putting out the survey out. This was agreed. Linda doesn't want to run the Quiz and as Janet and Richard belong to the Quiz Group, they have offered to take it on. We could possibly have a Barn Dance later and

Linda has everything set up for this. Linda is happy to carry on until Christmas but said that we need to push to find a replacement for "Programme Secretary". If no replacement is found, then maybe the job could be shared within the Committee. Richard offered to help Linda in the meantime which she was grateful for. Linda said the biggest job is planning for 2020 – 2021. She mentioned that we used to have a Committee Lunch and suggested that do that again soon and everyone agreed.

Vee – Vee circulated the Essential Information and Documents for New members and asked for comments and agreement on these which were accepted.

Marie – Marie informed us that the Autumn Gathering for SE Region will be held on 11<sup>th</sup> November 2019 and passed around the flyer for this. It is entitled Laugh & Live. The Speaker will be the Chairman of U3A, Ian McKenna, and his speech is - Future Opportunities and Challenges. Margaret has been to one of these before and encourages members to attend.

Sue – Sue informed us that a friend of hers is interested in joining the Committee. Margaret and Marie will arrange a date to meet and discuss. Sue will give Margaret the email address to arrange a date.

#### **ACTIONS:**

Margaret – Outstanding licences.  
Speak to Management of Christchurch Hall re problems with computer connection  
Purchase screen and projector/laptop stand

Janet – Send our proxy vote

Richard – Check what Groups other local U3A are running and report back

Linda – Check with Elizabeth Hall that they will put chairs/tables away after enrolment  
Check with Hook that there is availability on 9<sup>th</sup> October 2019

Ian – Go through our Asset List and update

All Committee Members – Job descriptions to be ready for next meeting

**Date of Next Meeting – Thursday 10<sup>th</sup> October 2019**

**Minutes taken by – Brenda Austin**