

## Minutes of Basingstoke – Old Basing Committee Meeting 7/9/23

**Attendees:** Paul Dodge, Rod Marshall, Tony Summers, Chris Vickers, Nick Gosby, Christine Rowell, Elaine Budd (minutes), David Noble

**Apologises:** Janice Vaughan and Colin MacDonald

The new Chair PD welcomed the new Committee.

**Co-opt of new Committee member:** Alastair Sim was voted in unanimous. Alastair then joined the meeting.

### Approval of minutes

- May committee meeting – Agreed
- AGM minutes – Agreed

### Chair – the year ahead

PD outlined his thoughts for the future:

#### Approach to meetings

- PD asked that all meetings should be convivial, as in the past there has been an atmosphere.

#### Roles

- As nobody applied for the Marketing role this has been disbanded.
- The Committee unanimously voted to put in place a PR role and for CR to be our new PR and Communications Secretary. **Decision.** RM said he had very good feedback on what CR has already done.
- PD said he would like to use subcommittees, when needed, to review items so that well thought through plans can be brought to Committee.
- PD has a vision to improve continuity planning and one aspect is to have people to shadow other people. TS suggested a better term is working in parallel. After advertising for the new Membership Secretary, PD has been talking to several people about joining the committee. CR noted that the majority of the membership is female which is not reflected on the Committee.
- EB confirmed that we can have a total of 15 in the Committee including 3 co-opted members and after a resignation such as the Membership Secretary, these can be back filled.
  - Options:
    - There is lady who wants to be membership secretary but contacting her has been difficult.
    - PD stated that there are two other people who are not yet members, but may wish to join the Committee. He will be speaking to them soon.
    - Bev Sturdy has applied to be Membership Secretary, but concerns were raised about her proactivity.
    - Joan Carnell has also applied but does not want a portfolio on the Committee.
    - RM confirmed that his wife would be willing to do the Membership Secretary role.

- CR asked if we could meet the people before we vote. PD said it has been suggested that we have two people to review them and put some notes together based on the meeting, before the Committee vote. EB said that we should have two people doing the interviews to make it fair and protect people doing the interview/chat so that it is not seen as personal. The Committee agreed that professional qualifications of the person are not the best criteria. The ability to buy into what the u3a is trying to achieve and understand our membership are as important. CR suggested that all of the applicates for Membership Secretary talk to JV about the role.

The process was suggested as:

- Interview
- Notes supplied to Committee
- Committee vote.
- Decision

This approach was accepted.

*Action Sep23/01: PD/CR to meet with applicants and follow process. Committee will review/vote on new applicates next meeting.*

### Events role

- Alastair will take over the events role.

PD said AS would take over the co-ordinating role, Bev Study to provide support and manage the catering. RM suggested that AS closely monitors what BS does, as she is reactive. PD stated he would normally introduce the monthly meeting and TS seconded this approach as a means to connect to the members and give them updates. Who would introduce the speaker is to be reviewed as RM stated that Julie likes to do this. *Action Sep23/02: TS and AS to discuss QMC bookings and the budget.*

CR asked if we were happy to book QMC for the rest of the year. After discussion we agreed that it is not needed for Picnic, Meet and Greet and AGM date may be moved. There are also exam times to consider.

*Action Sep23/03: TS is going to book the hall up to the end of April for the monthly meeting.*

*Action Sep23/04: AS to review if Staff car park at QMC can be used to alleviate parking issues.*

### Facebook

- We have two sites; Private Group and Public page. AS asked the difference between the two sites. Simply described, the public site is the shop window, the private is more of a retention tool.
- RM confirmed that his wife, who is the administrator, is ensuring that any members that have resigned are removed from the private Facebook site. PD asked if we are happy leaving RM and his wife continuing to administer the site with EB, PD, CR to allow them to post. If MH still has admin rights, then she needs to be taken off. RM confirmed this was acceptable and will add in CR and check if MH still has any admin rights.

It was suggested that one of the additional people to join the Committee should take the social media role.

## Insurance

- TS confirmed that £1 per member of the membership fees goes to the National u3a insurance. PD has spoken to Susie Berry and she says the u3a is comfortable with the insurance and he listed the amounts covered. DN says it does not include employee cover, he believes that it is recommended by the Charity Commission. RM said he cannot think of anything relevant that is not already covered that would be included in employee cover. *Action Sep23/05: PD asked DN to write a paper and he will submit to central u3a for comment.*

## Induction

- EB confirmed that with the exception of DN, everybody has been inducted. *Action Sep23/06: PD offered to induct DN.* DN says there is a standard induction form which he will send to EB.
- Legal issues arising from induction discussions - EB stated that she had looked at the Beacon database and it is not GDPR compliant and is therefore going through it removing unnecessary personal information. On advice from CV after he went through the “Keeping it legal” training, following induction, we also have an issue with retaining resigned people.
  - For 7 years for HMRC, we must keep information for Gift Aid. After that time, if there are no insurance claims, they should be deleted, and this is the responsibility of the Membership Secretary.
  - For those that have resigned over a year ago, with no gift aid contribution, it was agreed that we should delete them from the database asap.
  - For those that have resigned less than one year ago, we will leave them on in the short term. *Action Sept23/07: CV to provide support for filtering the data base on the above basis and EB to talk to JV about any issues with deleting non-gift aid people that left less than a year ago.*

**Action review** – see updated action database. However, to reduce continuity risk, it was agreed that all Committee members with specific roles, should complete “an Idiots guide” which should be stored centrally in the event of ill health or inability to hand over. *Action Sept23/08: Each committee member to submit theirs asap. Although will need constant updating.*

## **Finances and reserves**

- TS updated the financial sheet last night, he apologised the update has an error which TS has now updated and confirmed that we are on schedule against the forecast.
- 797 members have paid for this year plus the 20 new accounts JV processed yesterday (not included). TS has moved £24K from membership account to the deposit account. PD asked for more information on the interest accounts. TS will provide info to PD. Based on an agreed decision after a recommendation from TS last year, we have achieved approx. £400 interest. The forecast for the year is £900. PD asked for a current year on year comparison of finances and members. *Action Sept23/09: TS will provide year on year comparison and publish to the whole committee the costs of groups versus people.*
- It was confirmed that based on our finances the groups can continue through August. **Decision** *Action Sep23/10: CV to communicate to GL’ s and get information to TS on their intentions for the financial forecast.*

## Reserves

- A vote was unanimous to keep the reserve at £15K. **Decision.** NG asked if people cannot go on excursions do we have any liability. TS confirmed as part of his remit is to ensure that hols and

excursions don't make a profit. For travel under a travel agent then there is no insurance of liability on u3a. If people pull out then it is not covered by the u3a, they have to pay unless JC can cover. On excursions, if people cancel, we have to make a decision on an exceptional basis, if we refund them.

### **Business Secretary update**

#### TAR

- The TAR documents were reviewed and the Committee voted that they can be submitted with the changes below.
  - In Chairs document we should say that the document has been examined not audited
  - In Accounts document TS is adding a missing figure and providing to EB
  - In Ray's document the charity number will be added

EB outlined that currently, she is not able to submit as the Charity Commission site does not allow. This is a common issue across the other u3a's.

#### Third age trust Resolutions

- Resolution 1

Now that the u3a has in excess of 1000 u3a's, with the South East Region representing around 20% of the National figure, we request that the organisational review of the Third Age Trust is mandated to consider a mechanism to give greater status and input to smaller networks/clusters. Proposed by Hastings and Rother u3a and seconded by Hailsham and District u3a

Committee voted – No

- Resolution 2

This Annual General Meeting calls on the Third Age Trust to: 1. Adopt as a key strategic priority an increase in national u3a membership to at least 500,000 by the end of 2028 2. Implement regular and substantial national promotional activities that enable this goal to be achieved 3. To report on the implementation and impact of promotional activities at Board meetings and in Annual Reports Proposed by Royston u3a and seconded by Tring u3a.

Committee voted – No

### **Meet and Greet update from Group Facilitator CV**

#### Statistics

- 403 people attended
- 275 existing members
- To date 123 new members have joined
- We had the highest representation of Group Leaders with only 3 not present.
- The new group table was very popular

#### Issues

- Experiences with QMC were very odd. The main guy was not available for the 2 weeks before and nobody else could help. We could not get the tables required.

- Heat – not necessarily a hot day but the number of people caused an issue – next year we must provide bottles of water on the tables.
- Car Park – we filled the studio and main car park, and the local streets.
- Noise – biggest issue especially for people with hearing aids.
- Lots of learnings which CV will take into next year including:
  - We need to look for another venue. Hotels, business parks, BCOT to be considered.
  - Membership Secretary should have multiple people helping and needs to be away from front door as it caused a blockage. AS suggested that existing members don't sign up and we only process new members on the day. The Committee discussed that some members only use cheques and therefore we should have the ability to sign up at Meet and Greet. CV raised that we did not stress that the new membership does not start till 1<sup>st</sup> September. Committee discussed that we should let new membership start from the date the subscription is paid - committee voted and agree. **Decision**
  - A member suggested a new name but after consideration the Committee agreed to keep the event being called Meet and Greet.

CV thanked all the volunteers for their help. The Committee thanked CV for his outstanding work.

### **Other Group business**

- 600 group spaces have been filled since the Meet and Greet.
- Canasta, Maj Jong are struggling with numbers and may have to introduce waitlists.
- Ukulele has folded due to lack of members.
- Around 6 groups are now waitlisted but with new members joining groups this will grow.
- It was agreed that we should encourage the quiz GL to book all the current hall and look to invest in a small pa system. EB volunteered to house the pa system as Gardening want to use as well to overcome their waitlist issue. *Action Sept23/11: CV to discuss with MM.*
- EB raised that she has evidence that group leaders are not always responding to new member requests, which RM confirmed based on input from the enquiries site. *Action Sept23/12: CV to communicate to group leaders the need to be respond appropriately to ensure we retain members.*
- CR raised the fact that she has asked to join the line dancing and is not even waitlisted. CV said that he is looking at the line dancing following complaints and the need to have more members to reduce the growing waitlist.
- CV agreed a GL's meeting will be in December. PD will run a new member meeting in November.
- RM asked if we could highlight all systems which groups are waitlisted. He suggested using the red and green flags that Wokingham u3a uses. CV agreed. *Action Sep23/13 CV to implement.*
- EB asked, that whilst CV was dealing with the complaints, for transparency, the Committee should be aware of the numbers and if we have problem groups. CV suggested he will add the number of complaints and group onto his report.

### **New Group Developments update NG**

- NG updated on progress. Before the Meet and Greet, he looked at other u3a groups and worked with CV to filter what groups looked interesting and came up with the top 20 that fit into our u3a, are feasible to start up and do not cut across current groups. Those were then taken to the M&G to encourage some new group leaders. People were also asked what new groups they

wanted. 75 people wanted to join new groups. For example Tai Chi, 21 people say they were interested.

- The Committee discussed how you chose the 50 people for Tai Chi, if the demand is high, it was confirmed as first come, first served based on notifications on mail, on Facebook and on the website. For Tai Chi, to avoid any extra cost liability for our u3a, the suggestion is that we have terms which people pay in advance, this is not refundable.

#### Paid tutors process

- PD stated as part of the subcommittee he has asked the Regional Officer of the National u3a for their advice. The rules are that where we implement, the groups must have a GL who is a u3a member as paid tutors cannot have access to Beacon. The teachers must have their own insurance cover as it is not part of the u3a insurance. They must provide this information at the beginning of every term to the GL, who will do the necessary paperwork.
- The committee agreed that we would add in a criterion to the policy, that we will only pay for tutors if there is a legal requirement to have a skilled tutor. This is to avoid every GL expecting/asking for payment. Currently the Committee only consider Tai Chi, Yoga and Pilates in this category. *Action Sep23/14: CV to update policy before final sign off at next meeting.*

#### Other groups being considered are:

- Bus pass – could extend to senior rail card.
- Italian - we have somebody that can teach Italian, but he does not want to be group leader, CV and NG meeting him to discuss.
- Archery - needs further discussion as people were concerned about health and safety.
- Strategic board games – likely to start before Christmas.
- Pottery – work needed to understand where this would take place, workshop, or somebodies home.
- Stain glass – same issues as pottery.
- A computer group – we have somebody who has started on calendar of meetings.
- NG is following the new group process and will, where required, bring such groups to the Committee for approval.

#### Resignations

- 52 people have resigned, most have stated ill health or moving, but JV has passed Group issues onto CV. Examples are:
  - Resigned as no partner in ballroom dancing
  - Ukulele group folded and as GL was not part of any other group, he has left.
  - Poor experience with walks with camera. CV is hoping to meet this person in a bid to ensure that we have continuous improvement.

#### Other

- CV highlighted that we have a problem with Hotmail users receiving Beacon mails which he is discussing with Colin. EB stated that we are getting a few bounced mails and she is trying to solve with CMD. If any Committee member gets bounced mails when they send out Beacon mails, please send to EB to stop multiple Committee members calling the same people.

## **PR Update from PR and Communications Secretary – CR (only partial due to time)**

### Electronic versus paper communication

- CR lead a discussion on the posting of things apart from membership renewals and AGM information. PD proposed that we only provide information via email and on website. Committee voted to send out a posted letter to the 23 people who have not provided email addresses about this policy decision. It was not agreed who would do this!
  
- Unfortunately, we ran out of time for the rest of the PR update and AOB and it was agreed we need a further 1.5 hour meeting in October to cover the following:
  1. PR update
  2. Vote on non-members policy
  3. IT update
  4. New members update and vote to co-opt
  5. AOB

5<sup>th</sup> October meeting venue to be arranged by EB