

Minutes of Committee Meeting		
Time and Date:	10:00 – 12:00	21st November 2023
Location:	St Helen's Church Centre, Burton Joyce	
Attendees:	Anna Moore (AM) Rupert Williams (RW) Alan Comerie (AC) Christine Shepherd (CS) Gwen McCormick (GM)	Elaine Bass (EB) Rob Johnson (RJ) Jacky Kinsey (JK) David Hoskins (DH)
Subject		Action
1.0 Apologies & Welcome Apologies from Sue Berridge		
2.0 Membership Renewals – Update A report had previously been circulated by RW and a discussion evolved concerning the key elements, trying to identify why a few members had resigned. These had been offset by six new member applications. Agreed: that RW would write with a 'soft' reminder to the membership regarding renewals due and fees payable on 1st December. Follow up reminders would take place in January with a 'cut-off' date of 31 January, indicating membership would lapse. To be reviewed as to progress at January committee meeting.		RW RW/ ALL
3.0 Group Leader's Meeting - Feedback CS previously circulated report was discussed and it was noted that perhaps the prospect of a free lunch was an incentive to attendance. The view was taken that it was a 'sharing' of information project. Agreed: should be repeated, probably Autumn 2024.		AM/CS
4.0 New Groups Update Information presented about Armchair Travel, Indoor Bowls and Time Out. Discussion about First Aid provision for those groups who it was deemed appropriate. Agreed: Members participating in outdoor activities to be encouraged by the group coordinator to carry with them a basic First Aid treatment pack. Also agreed to request St John's Ambulance Service to deliver a refresher course to any interested member.		AM/CS

<p>5.0 New Members' Coffee Morning - Feedback Deemed to have been successful with a number of members joining new groups. Agreed: the next meeting should have a fixed start, rather than be deemed 'a drop-in' and to be held in Feb 2024. RW</p>	<p>RW</p>
<p>6.0 BJ&D u3a Policies Review - Feedback <u>Risk Management:</u> CS indicated that it was work in progress with an expectation of completion by the end of November. <u>Complaints:</u> GM indicated that the current bju3a policy document fully reflected the National Guidelines, which could be adopted modified to include references to Burton Joyce and District AGREED. <u>Safeguarding:</u> DH indicated that the national policy should be adopted [with deletion of the Appendix containing member information]. AGREED <u>Equality:</u> JK proposed that the National Policy be adopted in principle with minor adjustment in respect of certain non-relevant issues. JK to amend accordingly/ Agreed <u>Data Protection:</u> AC recommended acceptance in principle of the current draft which provided sufficient information for our purposes in relation to membership management. Discussion regarding the 'entrapment' of sensitive membership information took place in respect of two specific areas, being Group Coordinators and website open/accessibility. Agreed that because of the sensitive nature and there being perceived differences of opinion as to the approach to be taken that an email is circulated to group coordinators to seek viewpoints and that a report be presented to the next meeting, to evaluate responses. RJ asked that his objection to the circulation and the visibility of coordinators contact information be noted. AC will remove RJ details from the website asap.</p>	<p>CS</p> <p>JK</p> <p>AC</p> <p>AC</p>
<p>7.0 Future Outings 2024 AM reported that progress on future outings would be considered at the next meeting</p>	<p>AM</p>
<p>8.0 Publicity Officer Nomination Reference to a publicity officer with possible links with local radio stations. Agreed: That the role holder doesn't have to be a</p>	

committee member. Need to identify and approach individuals.	ALL
9.0 Feedback from Notts Network of u3as AM advised on the outcome of the recent meeting. <ul style="list-style-type: none"> ➤ No increase in national capitation fees ➤ Aspiration to reach a membership of 500.000 ➤ Local affiliation fee of £15.00 The National Magazine circulation policy be discussed separately.	AM/RW/AC
10. Xmas Meeting Update DY confirmed that in consultation with SB the quiz was almost complete. The methodology of presenting the quiz was discussed. Agreed that the quiz papers would be laid on tables to be completed during the course of the afternoon, with DY advising members of quiz structure and requirements prior to the Ukulele Group carrying out their routine. EB indicated the catering provisions.	DY
11.0 Matters arising from Minutes of last meeting None. All items included in the agenda.	
12.0 Committee Reports Social evening - RJ circulated information regarding 50s/60s music night by the Revival group planned for Oct 2024 with confirmation of contractual arrangements. Agreed the proposed arrangements with the band fee of £660 and provision for a £100 hall hire fee	RJ
13.0 AOB <u>The 'Drive On'</u> workshop to be delivered by Via Road Safety team. BJ VH large room to be hired and attendees to be charged accordingly. <u>Gift Aid</u> - JK reported that other Notts u3as claim and receive Gift Aid. A meeting between JK/ AC to take place in next few days to go through the manual application to cover last year.	AC JK/AC
14.0 Date of Next Meetings - The following dates for Committee meetings in 2024 were noted: <ul style="list-style-type: none"> ➤ Tues 23rd January ➤ Tues 26th March ➤ Tues 28th May ➤ Tues 30th July. 	SB

AGM: 14 th August. SB to book the meeting room. Committee to agree dates beyond Aug to the end of 2024	SB