

**MINUTES OF A MANAGEMENT COMMITTEE MEETING**

**Friday 17 June 2022 @ 10am at 2 Home Way, Petersfield**

**Present:** Steven Watts (Chairman)  
Robina Whitehorn (Secretary)  
Gordon Watts (Treasurer)  
Jenny Thwaites (Groups Co-ordinator)  
Linda Hutton (Membership Secretary)  
Peter Lake (Lead on Communications)

**In attendance:** Louise Fox – prospective MC member

1. **Apologies** – Liz Wright, PR Adviser; Lynn Battersby-Vogt, Speaker Secretary; John Bevan, prospective MC Member; Marie Hook, prospective MC Member
2. No interests were declared.
3. **Minutes of the Previous Meeting** – The Minutes of the previous meeting of 13 May 2022 were agreed as a true record.
4. **Matters Arising** – The Jubilee Picnic on the Heath had been attended by approx. 40 members and had been a most enjoyable event.  
Louise Fox would talk to John Donlan on his return from holiday about a dedicated u3a email account. **ACTION: LF**  
The planned meeting with Conveners of the four Open Meetings had not yet taken place and would do so as soon as Covid infection / holiday commitments permitted.

**ACTION: SW /**

**PL**

5. **Finance Report and mid-year Forecast** – The Treasurer reported that there had been little activity recently. The overall picture was one of increasing Group activity and the establishment of new Groups, which was probably due to a combination of factors – financial subsidies, Covid Recovery and proactive encouragement by the Groups Coordinator. Eighteen Groups were now meeting at the Community Centre; other

venues being the Avenue Pavilion, Herne Farm Leisure Centre, and Liss Triangle, as well as personal homes. Hence support for Groups was over budget, but this was counterbalanced by an increase in subscriptions and a recent donation of £2,000 from the Swan Medical Group. The deficit was therefore in line with the budget.

6. The mid-year forecast thus reflected a continuance of this trend, with the usual seasonal dip in August. Having previously agreed to draw on Reserves to maintain the subsidy to Groups until August 2023, the MC acknowledged that in the current national economic situation it was likely that venues would increase their fees in the coming months; they undertook to monitor the financial position carefully to manage future expectation. In summary, it was agreed that the u3a's Charitable Objects had been met through the decision to support Covid Recovery by subsidising Group reactivation.
7. **Donation from the Swan Medical Group** – A donation of £2,000 had been received from the Swan Medical Group in recognition of Petersfield u3a's participation in the Covid Vaccine programme. The MC acknowledged the role of the President, Les Jarman, in co-ordinating the volunteers and disseminating information. Members discussed how this generous gift should best be used in the furtherance of the u3a's Charitable Objects. It was agreed that it should be put towards support of Group reactivation and new Group formation during the Covid Recovery period – to which the success of the Vaccine programme had been crucial.
8. Gordon Watts and Linda Hutton stated that they would stand down from the Management Committee in October 2023.
9. **Membership Report** – The Membership Secretary stated that the membership was now 673, with 4 new joiners and one having left.
10. All members currently paying subscriptions by cheque had been advised of the forthcoming change to electronic payment only. The revised application form was now on the website and the first such applications had been received. There was a discussion about how best to collate and utilise the information requested on the form regarding age group and willingness to support the administration of the u3a through Group leadership or membership of the Management Committee. It was agreed that this should be done at MC level to facilitate follow through and further discussion, in addition to six monthly follow-ups of all new members by the Welcome Team. Peter Lake undertook to draft a worksheet for this purpose. It was further agreed to consider at the next meeting how to elicit such information from renewing members, and how to incorporate this within the electronic renewal process. **ACTION: LH / PL**
11. **Groups Update** – The Groups Co-ordinator said she hoped that Singing for Fun could soon be reactivated, but that the future of the Scrabble Group was still under discussion. Attendance at Open Meetings and co-ordination of dates and topics

remained to be addressed; the Chairman undertook to convene a forum for discussion.

**ACTION:**

**SW**

- 12. The website tutorial and tea for the Welcome Team on 14 June had been extremely worthwhile and it was hope that the Team would feel better equipped to guide new members in their investigation of activities available.
- 13. **Chair / Vice Chair Succession** – Steven Watts stated that there had been no positive response to his direct personal appeals via Beacon and Connect. There would be one final appeal. It was agreed to cancel the planned gathering of Conveners to discuss Chair / Vice Chair recruitment. Given that the AGM was only four months away, the Secretary undertook to contact Susie Berry, Regional Trustee, for guidance as to how best to proceed.

**ACTION:**

**RW**

- 14. It was recognised that in future regular proactive recruitment to the Management Committee should be an ongoing process, informed by the collation of information discussed at para 10 and a review of all new members joining over the past year. The Chairman would consult further with Marjorie Day.
- 15. **AGM Planning Timetable** – The Secretary confirmed that the planning process would begin in September. Liz Wright had made some interesting suggestions to enhance the event, one of which was the nomination of “u3a Member of the Year”. It was agreed to adopt this suggestion.
- 16. **Any Other Business** – It was agreed not to participate in the Community Fair at the Community Centre on 6 August.

**ACTION: SW**

There being no further business, the meeting concluded at 12.30pm

**Next meeting:** Tuesday 19 July 2022 at 10am. Venue: 2 Home Way, Petersfield.

RW 21/06/22

**Signed.....Chairman**

Date.....