Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING held in-person and via Zoom on

Tuesday 19 July 2022 @ 9am at 13 Long Down, Petersfield

Present in person: Steven Watts (Chairman)
Gordon Watts (Treasurer)
Linda Hutton (Membership Secretary)
Peter Lake (Lead on Communications)

Via Zoom: Robina Whitehorn (Secretary)

In attendance in person: Louise Fox – prospective MC member
Marie Hook – prospective MC member

Via Zoom: Liz Wright – PR Adviser
John Bevan – prospective MC member
Marjorie Day – prospective MC member

1. **Apologies** – Jenny Thwaites, Groups Co-ordinator; Lynn Battersby-Vogt, Speaker Secretary.

2. No interests were declared.

3. **Minutes of the Previous Meeting -** The Minutes of the previous meeting of 17 June 2022 were agreed as a true record.

4. **Matters Arising –** Following the recent presentation by Hampshire and Isle of Wight Air Ambulance, £320.40 had been donated to the service, comprising £270.40 in member donations and £50 from Petersfield u3a.
   - Peter Lake stated that the process of drawing up a worksheet for the collation of member information and age profiles was taking longer than expected. Further evolution alongside the newly designed Application form would be necessary. Marjorie Day added that Welcome Team members were instrumental in learning the personal information that new members were sometimes reluctant to commit to a form. Linda Hutton, Membership Secretary, raised the issue of additional tasking. There followed a discussion about what information was being

requested, and to what purpose; it was agreed that it would inform the development of interest Groups and the MC's decision-making process. The Committee looked forward to further progress. **ACTION: PL**

5. Marjorie Day was welcomed as a prospective member of the Management Committee pending formal confirmation at the AGM in October.

6. **Finance Report –** Gordon Watts, Treasurer, stated that there had been little activity since the report dated 28 June, being mainly invoices for Group activity. The deficit had increased slightly following Petersfield u3a's contribution to the purchase of a defibrillator at the Community Centre. The u3a would be allocated two places on the forthcoming PCC training; the MC was in favour of a specialist introduction and training session for u3a members. The Chairman would be present for a group photograph of all contributors at the forthcoming Community Fair. The TAT magazine invoice had not yet been received (approx. £1500), but otherwise the current forecast still applied.

7. **Membership Report –** The Membership Secretary stated that the membership was now 674, with 3 new joiners and 2 resignations and 1 deceased over the past month. The forthcoming membership renewal letter would state again that cheques would no longer be accepted; the renewal process for existing Standing Order subscribers would be unchanged.

   It was agreed that the request to update personal information would be added to the back of the renewal letter, and that those paying by SO would be contacted via email; Peter Lake would produce an initial draft for the latter. The Treasurer requested that this administrative process and all associated expenditures should be completed within the current financial year. **ACTION: LH / PL**

8. **Groups Update –** The Groups Co-ordinator sent a message via the Secretary reporting that Group activity had temporarily subsided during the Summer lull. She also offered to examine the formation of a Speaker Group to support the Speaker Secretary responsible for General interest Open Meetings.

   There followed a discussion about how the MC could best to support the Speaker Secretary and act as a conduit for information. The Chairman asked members to consider individually whether they felt they were able to do this.

9. **Chair / Vice Chair Succession –** The Chairman reported two anonymous conversations with individuals who were prepared to put themselves forward as a last resort; a third member would shortly join the meeting for an informal discussion.

10. **Forum on Open Meetings** – The Chairman reported on a helpful and constructive meeting of organisers of the four monthly Open Meetings. No conclusions had been reached, but it had been useful to share experiences and opinions and to explore

various avenues. He would maintain the channels of communication and hoped to progress these issues.

(At this point Charles Price joined the meeting for an informal discussion about potential chairmanship; it was agreed to take the matter forward.)

11. **Upgrade to Petersfield u3a Constitution –** The Secretary reported that both the Third Age Trust and the Charity Commission had approved the proposed administrative changes to the Constitution of Petersfield u3a, based on the u3a Model Constitution dated February 2021 and making no change to the Charitable Objects and Purpose of the organisation. It would now be submitted to the membership for their consideration and approval at the AGM in October.

    She stated that she would draft an accompanying set of Byelaws incorporating the non-Constitutional aspects of Petersfield u3a's conduct of business. **ACTION: RW**

12. **AGM Planning Timetable –** The Secretary outlined the administrative countdown to the AGM on 10 October, most of which would be conducted via Beacon, but with documentary provision for non-IT enabled members. At all stages, she had increased the u3a directed minimum planning time requirement by 7 days.

    Liz Wright had produced copy for nominations of "Member of the Year" for publication in News and Views with a deadline of 30 September and for announcement at the AGM. She also proposed that a montage of activities should be displayed on the screen prior to the meeting. Peter Lake would discuss the process for doing this with John Donlan. **ACTION: RW / LW / MD**

13. **December General Interest Open Meeting –** it was agreed that this should be a social event, to give members the opportunity to meet the newly elected Chairman and Management Committee. The Chairman also agreed to discuss with the refreshment team how best to enhance the refreshments available after the AGM. **ACTION: SW**

14. **Bookings at Petersfield Community Centre 2023 –** The Secretary stated that the process was underway, and that she would make bookings for the General Interest Open Meetings on the second Monday of the month, excepting August for the holiday period, and April in which the second Monday was Easter Monday, and the General Interest Open Meeting would take place on 17 April.

15. **Copyright Licence Renewal –** The Secretary stated that the u3a Copyright licence was due for renewal at the end of July. At present, Head Office was not issuing new certificates, but confirmed that the payment email (held by the Secretary) was proof of cover. **ACTION: RW**

16. **National u3a AGM 6 October –** The Secretary brought to the Committee's attention the Resolutions to be presented to the national AGM on 6 October. Of particular interest were 2 Resolutions proposing that membership fees should be increased each year in line with the UK State Pension Increase, commencing 2023. Petersfield u3a had 3 votes at the meeting. The Resolutions would be circulated for further discussion at the next meeting. **ACTION: RW**

17. **Any Other Business –** Marjorie Day reminded the Committee that the next Welcome Coffee morning would be held on 27 July and invited all MC members to attend. Henceforward and into 2023, they would take place on the 4th Wednesday of alternate months. A laptop would be available on site to help guide new members to sources of information.

There being no further business, the meeting concluded at 1150.

Next meeting: Tuesday 16 August 2022 at 10am. Venue: 2 Home Way, Petersfield.

RW 20/07/22

Signed……Chairman

Date……