

**MINUTES OF A MANAGEMENT COMMITTEE MEETING**  
**held on Tuesday 22 August 2023 at 10.00am at 2 Home Way**

Present: Charles Price (Chair)  
Jenny Thwaites (Vice Chair)  
Greg Cumming (Treasurer)  
Robina Whitehorn (Secretary)  
Peter Lake (Lead on Communications)  
Louise Fox (Groups Co-ordinator)  
Linda Hutton (Membership Secretary)  
Sandy Stephens (prospective Membership Secretary)

In attendance: Marjorie Day, Lead on 2023 Christmas Event

1. No interests were declared.
2. **Chair's Opening Remarks** – Charles Price, Chair, welcomed Marjorie Day to the meeting to discuss the proposed Christmas event on 11 December.
3. Marjorie stated that the organising team comprised herself, Frances Press, Sue Read and Sara Porter. They would involve other u3a members as needed, with the aim of having a lively social afternoon to celebrate the Festive season. She presented a proposed layout for the main Hall; the regular booking had been extended to 1-5pm and it was hoped to have some extra space in the Committee room or/and the Exhibition room, depending on availability and mindful of the current booking for hearing tests during that afternoon. There would be decorations and a Christmas Tree on the stage. Small tables with table decorations would give more space for guests and the entertainment.
4. The timetable would require some flexibility; some members might arrive early and the entertainment programme would need to be adjusted. Marjorie acknowledged that start / finish times should be clearly stated. Draft timings were as follows, subject to adjustment:-

1pm Set up – Drinks table/tea table/Christmas tree/tables/chairs etc  
2pm onwards – Members arriving – drinks/canapes circulating  
2.30–3.30pm – Entertainment – dancers/singers/etc TBC  
3.30pm – Tea and mince pies  
4pm – End of event and clear up

5. It was intended to ask local singing and dancing groups to provide entertainment, potentially followed by an appropriate donation. The Committee favoured the suggestion that the Town Crier and her husband should be invited to participate. Sara Porter would lead a team for “in house” catering, to be priced up accordingly and Joyce Borthwick would be asked if the tea group would serve tea and mince pies. The gardening group would be invited to make table decorations.
6. The Committee were invited, and agreed, to organise the drinks table.
7. There was some discussion about ticketing, sales and associated administration, and how best to do this, either in person or electronically, within the planning timeframe. The planning team suggested a cost of £10 per head; a decision was deferred by the MC until full costs were known. It was agreed that space and Hall capacity limits might necessitate a limit on tickets. Marjorie would write up advertising for Connect and the website; she recommended that Sue Read should be involved in the Committee’s subsequent discussions about the ticketing design and process.
8. The organising team planned to meet again on Monday 18 September when the proposed entertainment schedule would be known and all costs available for approval by the MC. Marjorie was particularly keen that the event should involve new members as well as longstanding members who have supported the u3a for many years.
9. Separately, the Committee acknowledged that quizzes remained popular with members and agreed to consider a separate event with a view to selecting a team to participate in inter-u3a quiz events. Jenny Thwaites agreed to discuss with John Leete. **ACTION: JT**
10. Marjorie and her team were thanked for their enthusiastic and creative support, which it was agreed would lead to a highly successful event.

Marjorie Day left the meeting at this stage.

**Post Meeting Note:** Jenny Thwaites, Vice Chair, undertook to be MC point of contact with Marjorie during the planning process.

11. **Minutes of the Previous Meeting and Matters Arising** – The Minutes of the previous meeting of 27 June 2023 were agreed as a true record, subject to adjustment to reflect the subsequently agreed statement on Group Finances, which had been issued to all members on 11 July 2023. A copy of the statement was filed with the Minutes.

12. Sandy Stephens confirmed that she now had a link with the memsec generic email address, for which she would assume full responsibility on confirmation in the role.
13. Louise Fox and Peter Lake reported that they had made significant progress with the Conveners' Handbook, which would shortly be shared with the MC for confirmation, specifically financial and secretarial aspects. It would then be referred for trial to a small group of Conveners, prior to general issue after the AGM. **ACTION: PL / LF**
14. **Finance Report** – Greg Cumming, Treasurer, reported that the 2 accounts with CAF Bank stood at:-
- |              |            |
|--------------|------------|
| Cash Account | £1,644.93  |
| Gold Account | £30,275.74 |
- The minimum cash holding during the month of August had been £756.  
Subscriptions were now being paid with anticipated Standing Orders of some £6,000.
15. The Budget remained stable; anticipated variations were mainly the planned cessation of support to group costs and the purchase of a computer (already agreed).
16. The Committee agreed unanimously that the Treasurer should purchase a SumUp card reader and receipt printer to support the reduction of cash transactions.
17. The MC welcomed the present healthy state of the finances; however all were agreed that the Reserve position should continue to be monitored, and a managed drawdown be maintained to achieve a reasonable holding. It was suggested that £1,300 remaining from a bequest to the now disbanded Scrabble group, and thus ring-fenced, might be absorbed into the main fund; the Treasurer undertook to research the terms of the bequest and seek professional advice. Discussion continued with Groups holding significant funds within the u3a fund about their expenditure plans. **ACTION: GC**
18. Further to a request from the Speaker Secretary, it was unanimously agreed that charitable donations in lieu of speaker fees could be increased to £100 maximum.
19. **Membership Report** – Linda Hutton, Membership Secretary, reported that 13 new members had joined since the previous meeting, bringing the total to 735. Seven members had resigned during the renewal process, largely owing to ill-health; one was deceased. The Committee agreed to offer honorary membership to a member who was shortly due to celebrate her 100<sup>th</sup> birthday.
20. The MC confirmed its earlier decision to defer the introduction of an electronic renewal system until 2024.

- 21. Groups Report** – Louise Fox, Groups Coordinator, reported that the newly formed Pickleball Group had attracted 12 members and would shortly have its first meeting.
- 22.** The Committee discussed at length the recent message from the Treasurer of the Tuesday Bridge Group to the effect that the organisers had decided to withdraw from the u3a family and to arrange room rental at the Petersfield Community Centre independently. It was believed that there had been some misunderstanding of the Treasurer's recent request for details of individual group finances and his reminder of the requirement that in accordance with u3a rules all monies, except for a limited amount of cash should be deposited within the main bank account, appropriately ring-fenced. It was agreed that the PCC booking in the name of the u3a should stand; Louise Fox understood that existing members of the Group were prepared to undertake the roles of Convener and Treasurer.
- 23.** The Chair undertook to draft a response to the Convener and Treasurer of the Tuesday afternoon Bridge Group noting with regret that their message had been accepted as a resignation and confirming that the Group would continue to meet at the PCC on the present basis and under the u3a's aegis. Louise Fox would confirm the offer from other members to assume their responsibilities, and the Treasurer would reiterate his request to the present Treasurer for details of the Group's assets.

**Post Meeting Note:** Actioned 23 August.

- 24.** The Chair further reported that he had responded to Les Jarman's request for information on the issue of Group financial arrangements.
- 25.** Jenny Thwaites, Vice Chair, proposed a Zoom meeting with Conveners to give them the opportunity to ask about the recent announcement on Group Finances, and any other matters of concern. This was agreed for Tuesday 29 August at 5pm, to be followed by a face-to-face meeting in October / November. John Donlan would be requested to assist with set-up. **ACTION: JT / LF**
- 26.** Jenny suggested that to improve communication between the MC and members, Committee members should make themselves available after the General Interest Open Meetings to take questions and answer queries. She also recommended that they should reiterate their offer to visit individual groups. It was agreed that the Treasurer and Secretary should be available at the Open Meeting on 11 September; Jenny would draft an announcement for Connect. **ACTION: JT**
- 27.** The Committee agreed to ask John Donlan to conduct a refresher Beacon tutorial. Since the pandemic, several individuals had closed their personal Zoom accounts; John would also be requested to set up an official Petersfield Zoom account for use by the Committee. **ACTION: LF**

28. Jenny Thwaites commented on the success of the Welcome Team and the Members' Coffee Mornings as evidence that members welcome this social interaction. She undertook to arrange a similar opportunity for the language groups and urged the MC to encourage other groups of similar interests to interact socially.

29. **Volunteer Support** – The search for volunteers and Committee members continued, with varying success. Charles Price had contacted individuals who had expressed a willingness to help; Jenny Thwaites was co-ordinating information from electronic applications, and Sandy Stephens was collating potential volunteer information from application forms. The MC discussed how best to consolidate all these efforts and to maintain appropriate and accessible records of contacts identified and followed up. Jenny Thwaites agreed to do so for the present, and to discuss with Peter Lake how this might be done in compliance with Data Protection.

30. **Annual General Meeting 9 October** – Robina Whitehorn, Secretary, confirmed the timetable to be followed in preparation for the AGM on 9 October at 2.30pm, prior to the General Interest Open Meeting, commencing with the issue of the Calling Notice on 4 September and the transmission of papers on 29 September. Both would be done via Beacon, with postal communication to non-IT users. The main business of the Meeting would be to present and accept Reports and to elect the Management Committee, in accordance with the Constitution. It would be chaired by Charles Price. The MC should approve both the Finance Report and Accounts and the Chairman's Report prior to general issue. The Speaker Secretary had been requested to invite the Speaker to begin his talk at 3pm.

**ACTION: RW**

31. **Any Other Business** – The Secretary reported that she had attended the recent AGM at the Community Centre, at which the u3a had been thanked for its continued support. The 5% increase in charges was confirmed – the first such increase in five years – and recent and projected improvement works had been announced.

32. **Date of Next Meeting** – Tuesday 12 September 2023 at 2.00pm at 2 Home Way. Primarily to discuss AGM Agenda and approve Treasurer's and Chair's Reports.

RW 23/08/2023

Signed ..... Chair

Date .....