Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING

Friday 26 November 2021 @ 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)

1. There were no apologies.

2. No interests were declared.

3. MC members were joined initially by John Donlan (IT Adviser), Lynn Battersby-Vogt (Speaker Organiser) and Marjorie Day (Welcome Team Leader) for an informal discussion about volunteer engagement and recruitment, which will inform further MC action. Following the guests' departure, the meeting followed the Agenda.

4. **Minutes of the Previous Meeting –** The Minutes of the previous meeting of 25 October 2021 were agreed as a true record.

5. **Matters Arising –** Robina Whitehorn (Secretary) reported that she had compiled an inventory of u3a property stored under the stage at the Community Centre; this was now filed on Dropbox. She suggested that out of date publicity material could be recycled; she would endeavour to bring the newly discovered files of MC proceedings and AGMs up to date, allowing for the fact that all such records and related papers produced since October 2019 were now stored electronically on Dropbox.
   - Steven Watts (Chairman) stated that to date 47 members had registered for the Christmas event (for later discussion on the Agenda).

6. **Finance Report –** Gordon Watts (Treasurer) presented his Financial Report, with the following comments:
   a. Subscriptions and donations were presently over budget by just over £400; this figure would be adjusted following payment of capitation fees to the Third Age Trust.

b. More Groups were now receiving support for venue hire as the pace of Covid Recovery quickened, potentially going over budget, for which there was provision in the Reserve.
c. Payment of coach hire for the forthcoming Arts and Heritage trip to Brighton was included; individual member payments were being received. As attendance was larger than anticipated, a refund would be given of £10 per person.
d. The cost of the "thank you" lunch for Convenors was under budget at just over £1,000.

7. **Membership Update –** Linda Hutton (Membership Secretary) reported that since the Open Day, activity had resumed a more normal pace. She informed the MC that during the membership renewal process, incorrect bank details had been given on the renewal letter. The error had been corrected by email as soon as it had been discovered, but 9 payments totalling £135 had already been made to an unknown recipient. Attempts had been made through Nat West to contact that individual, but without success, and it was unlikely anything further could be done.

8. Committee members were pleased that total membership had held steady and even increased during the pandemic when the national u3a picture had not been so successful. Given the wider demographic pattern of an aging population, and the ongoing expansion of Petersfield, there was a commensurate increase in the membership constituency. It was noted that there was presently no limit on total membership, but that there was a potential constraint in the capacity of the Community Centre which may need to be considered further. There was also agreement that there should be closer monitoring and publication to members of Group vacancies. The Committee agreed to look more closely at these issues in February. **ACTION: RW**

9. **"Thank You" Lunch for Conveners –** It was agreed that this had been a worthwhile and convivial event; and expressions of appreciation had been received. Apart from a couple of administrative hitches, the Half Moon had provided a good service, though the noise level had been had caused some difficulty.

10. **Christmas Event 13 December –** SW confirmed that 100 attendees would be catered for, platters being pre-prepared by Chinwags (12 tables). John Leete had compiled the Quiz for completion by tables. There would be a small prize. Mike Wallace had agreed to prepare the mulled wine. RW would purchase table coverings and napkins, and order wineglasses from Waitrose. LH confirmed that Martin Muncaster would give a Dickens Christmas reading and a choir of 8-10 would lead the Carol singing. The MC agreed that 11 free tickets could be given to those performing. MC members were requested to arrive at 1230 to prepare, and it was planned to conclude the event by 4.30. Liz Wright had been requested to write a short summary.

11. **Any Other Business –** Jenny Thwaites (Group Coordinator) reported that 3 new Groups and possibly a fourth, had been formed since the Open Day.

    - Peter Lake agreed to revisit the list of members who had offered in the communications survey to undertake volunteer roles and circulate it to MC members and Heather Nichols, who was presently supporting JT.
    - It was agreed to make better use of the website in promoting Group opportunities and vacancies and to consider holding another Zoom meeting for Conveners in the New Year.
    - The MC considered recent proposals from Pat Ashworth concerning future constitutional arrangements, and agreed that the Chairman and Secretary should meet with her to discuss her comments.

There being no further business, the meeting concluded at 13.10pm

Next meeting: Friday 21 January 2022 at 1000. Subject to the progress of Covid Recovery, venue 2 Home Way, Petersfield.

RW 27/11/21

Signed……Chairman

Date……