u3a
Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING

Monday 16 August 2021 @ 2.00pm at 2 Home Way, Petersfield

Present: Steven Watts (Chairman)
Robina Whitehorn (Secretary)
Gordon Watts (Treasurer)
Andy Borthwick
Linda Hutton (Membership Secretary)
Peter Lake
Jenny Thwaites (Groups Co-ordinator), via Zoom

1. No interests were declared.

2. **Minutes of the Previous Meeting -** The Minutes of the previous meeting of 26 July 2021 were agreed as a true record.

3. **Matters Arising –** RW stated that she would shortly begin to prepare for the AGM in October, taking into account comments made after the meeting in 2019 regarding order of events and timing.

4. **Treasurer's Report –** GW confirmed that the financial position remained healthy prior to year-end at 31 August. Current activity mainly reflected supporting payment for venues for Group activity, which would continue until 31 August 2022. It was likely that the final balance would be similar to the previous year.

5. Provision for expenditure on the forthcoming Open Day and the Convenors' Lunch was noted. The Committee agreed in principle to purchase another laptop to support the barcode entry process at General Meetings and potential Speaker requirement, though SW believed he might be able to offer a spare device. AB would consult John Donlan to confirm the exact requirement. **ACTION: AB**

6. **Covid Recovery –** The Committee discussed the National u3a's guidance on Covid Recovery and resumption of face-to-face meetings; RW would forward a copy to John Donlan for addition to the website. **ACTION: RW**

7. **Resumption of General Meetings –** Given the length of time since the last General Meeting, and the introduction of the barcode entry system, it was agreed that all those involved in the organisation, set-up and welcome should be invited to meet in the Community Centre for a refresher trial run prior to the meeting on 13 September. The Editor of Connect would be requested to publish a reminder of the date. It was very much hoped that a member would volunteer to be overall co-ordinator of General Meetings and the Chairman would issue an appeal at this event.
   Post Meeting Note: Trial Run arranged for 27 August

8. It was agreed that entertainment would be provided at the December meeting. LH agreed to approach the Winton Players, and other MC members would research further options. **ACTION: All**

9. **Community Centre Bookings 2022 –** RW reminded the Committee that bids should be submitted by the end of August. General Meetings would continue to be held on the second Monday of each month, and the proposed schedule was agreed. **ACTION: RW**

10. **Volunteer Recruitment –** SW reported that the search for volunteers continued, with a specific call to be included with the subscription renewal letters. The MC regretted the unwillingness of members to respond and agreed that the future viability of Petersfield u3a depended on the recruitment of new Committee members and volunteer supporters.

11. **Membership Renewal –** LH stated that the renewal process was underway, and that letters would be issued by the end of the week, including the special edition of News and Views. The Treasurer requested that subscription cheques should be banked after the start of the new financial year on 1 September. **ACTION: LH**

12. **Lunch for Group Convenors –** As many people were still catching up with holidays, it was agreed to defer the planned lunch until Wednesday 3 November. The majority of MC members agreed that the event should take place in order to thank Group Convenors and Volunteers who had enabled activity to continue throughout the past eighteen months and to encourage further support. An overall budgetary limit of £30.00 maximum per head was agreed. JT undertook to do further research into menus, formats and costs and a final decision would be made at the next meeting. **ACTION: JT**

13. **Open Day 6 October –** SW confirmed that St Peter's Church had been booked from 9.30am to 2pm. There would be advance local publicity and the Mayor and local EHDC Councillor were expected to arrive at 1pm. JT would advise Group Convenors and at the same time ask them to ensure that their website entries were accurate and up to date. The lady who had organised refreshments at the previous such event would again be requested to give assistance.

14. **National AGM –** RW reminded the Committee of the forthcoming National AGM on 26 August (live attendance and streamed). As there were no contentious subjects on the Agenda, it was agreed to pass Petersfield's three votes to the Proxy for the Meeting.

15. **Any Other Business –** RW agreed to follow up the approach via Connect from Cambridge Junction.
    - RW reminded the Committee of the South East and NE Hants/SW Surrey regional groups and encouraged Petersfield's representation at respective meetings
    - PL requested confirmation of the AGM administrative process

There being no further business, the meeting concluded at 4.30 pm

Next meeting: Friday 10 September, time tbc. Subject to continuing relaxation of Government restrictions, venue 2 Home Way, GU31 4EE.

RW 17/08/21

Signed……Chairman

Date……