Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING held in-person and via Zoom on Friday 18 November 2022 @ 2pm at 2 Home Way, Petersfield

Present in person: Charles Price (Chair)
Gordon Watts (Treasurer)
Robina Whitehorn (Secretary)
Jenny Thwaites (Groups Co-ordinator)
Linda Hutton (Membership Secretary)
Marjorie Day (Welcome Team Leader)
Louise Fox

Via Zoom : Peter Lake (Lead on Communications)

In Attendance: Greg Cumming – prospective Committee Member

1. **Apologies** - None

2. No interests were declared.

3. Charles Price, Chair, welcomed Greg Cumming to the meeting as prospective Management Committee member and Treasurer. Accepting Gordon Watts' proposal, the Committee agreed unanimously to his co-option with immediate effect pending formal confirmation at the next AGM. For the present he would shadow the Treasurer; assumption of those duties would be formalised at a later date.

4. **Minutes of the Previous Meeting -** The Minutes of the previous meeting of 13 October 2022 were agreed as a true record.

5. **Matters Arising –** The Secretary reported that she had informed the Charity Commission that the administrative update to the Constitution had been approved by the membership; otherwise, there were no matters arising other than those covered in the Agenda.

6. **Finance Report –** The Treasurer presented his financial statement; there had been little activity to date this financial year, other than receipt of subscriptions, which at £9,800 were above budget.

7. **Membership Report –** The Membership Secretary stated that total membership presently stood at 658 – there being 8 new full members and 1 new associate member. Three members were sadly deceased and there had been 2 late renewals and 1 resignation. Having given notice of her intention to stand down at the next AGM, the Membership Secretary agreed to discuss separately with the Chair how best to recruit a replacement. **ACTION: LH / CP**

8. **New Member Update –** Marjorie Day reported that the Welcome Team would shortly be meeting to review all new members welcomed over the past year, and to consider how best to keep in touch with potential volunteers for administrative and support roles.

9. She reminded the Committee about the forthcoming Coffee Morning on 30 November and encouraged their attendance.

10. Jenny Thwaites stated that she and Peter Lake were considering how best to collate, store and access new member information, specifically noting those individuals who might fill volunteer roles.

11. **Groups Update –** Jenny Thwaites stated that with effect 18 November, Louise Fox had assumed the roles of Groups Co-ordinator, and that she was now Project Co-ordinator. Email addresses would be amended accordingly.

12. Louise Fox presented the updated Convenor Handbook, the main purpose of which was to give Convenors practical guidance and support, with pointers to other sources of information, to enable them to be self-sufficient. Peter Lake wished to clarify some small points and would forward them separately to the Groups Co-ordinator; otherwise the Handbook was unanimously welcomed.

13. It was confirmed that the social event for Convenors and Volunteers would take place at 2.30pm on 12 January 2023 at the United Reformed Church.

14. **Review of Objectives –** The Committee considered at length the proposed working groups and sub committees that would consider future objectives and strategy.

    1. Budget (lead GW) – The MC agreed that it had been correct to draw on the Reserves of Petersfield u3a to support Group activity and renewal during and in the immediate aftermath of the pandemic. Members had been warned that this was unlikely to continue beyond the current financial year and the MC would conduct a formal review in April 2023. The Committee was also mindful of the ongoing economic crisis and potential increases in venue hire and other

administrative costs; the funding debate at u3a national level created further uncertainty. It was agreed that Groups should now be encouraged to prepare for financial independence. **ACTION: GW**

2. Byelaws (lead RW) – The updated Constitution presented greater flexibility in enabling the MC to draw up a set of Byelaws incorporating complementary practical administrative guidance. This would also afford the opportunity to draw together various existing Policies and Procedures. The working group would meet shortly to draw up an initial draft for presentation to the MC in the New Year. **ACTION: CP / RW / GW**
3. Volunteers (lead PL) – All agreed that within a u3a of over 600 members, there should be greater willingness to support the administration of the organisation and contribute to its activities. The Welcome Team were giving this particular focus in their engagement with new members; however it had been agreed that it would be too onerous a task to draw up a comprehensive register of potential volunteers, and that volunteer recruitment activities should be premised on known specific needs. At this point, the MC turned its attention to:
4. Projects (lead JT) – in which there was considerable overlap with the study of Volunteers. The responsibility of the new Project Coordinator role would be to enable, encourage and coordinate projects relating to the facilities and opportunities for members and to provide management, administrative and systems support to member activities in a more responsive and timely way. In order to fulfil this task, the Project Coordinator would need to know where information regarding potential volunteers would be stored and updated, and how to access that information when required. Closer integration of these issues was favoured, potentially with the Project Coordinator assuming overall responsibility within a permanent sub committee of the MC. The Chair encouraged Peter Lake and Jenny Thwaites to discuss this further, and he undertook to write an outline brief and delegation of authority for the proposed sub committee. Given the scale of this role, all Committee confirmed their willingness to be involved. **ACTION: CP / JT / PL**
5. Within this context, the MC addressed ongoing issues with the projection and audio equipment at the Community Centre – arising partly from the shortage of volunteers, partly from the lack of comprehensive operating instructions and partly from inappropriate computer equipment. Peter Lake undertook to talk to Dave Shepley in the New Year to gain an understanding of the issues and the corrective measures required. **ACTION: PL**

15. The Chair reported that he and the new President Andy Borthwick had agreed to meet monthly, and that the latter was keen to support the Committee and the u3a's activities. It was agreed that he would receive a copy of the draft Minutes after each MC meeting. **ACTION: RW**

16. It was agreed that Connect and News and Views currently fulfilled their respective roles as communications channels. The MC would consider setting up a focus group to review this area during 2023.

17. **Christmas Event - 12 December.** The organising team updated the Committee on the event; nearly 50 tickets (£5 per head) had already been purchased or reserved, and good attendance was expected. The quiz and musical entertainment were confirmed, and mulled wine and light refreshments would be provided. Assistance would be required in setting up the room, serving drinks and washing up.

ACTION: RW / LH / JT / LF

18. **Any Other Business –** Following the announcement of a Public Holiday on Monday 8 May 2023 following the Coronation, and in view of two other Monday Bank Holidays that month, it was agreed to cancel the General Interest Open Meeting in May 2023.

19. **Date and Time of the Next Meeting**: 2pm on Friday 6 January 2023 at 2 Home Way. The schedule of meetings for 2023 would be agreed at this meeting.

RW 21/11/22

Signed………………………………………………………………………………Chairman

Date…………………………………………….