



**MINUTES OF A MANAGEMENT COMMITTEE MEETING held on
Friday 6 January 2023 @ 2pm at 2 Home Way, Petersfield**

Present in person: Charles Price (Chair)

Jenny Thwaites (Vice Chair)

Gordon Watts (Treasurer)

Robina Whitehorn (Secretary)

Linda Hutton (Membership Secretary)

Louise Fox (Groups Co-ordinator)

Peter Lake (Lead on Communications)

Greg Cumming (Treasurer designate)

Apologies – Marjorie Day (Welcome Team Leader)

1. No interests were declared.
2. **Minutes of the Previous Meeting** – The Minutes of the previous meeting of 18 November 2022 were agreed as a true record. It was noted that Louise Fox had at that time assumed the role of Groups Co-ordinator.
3. **Matters Arising** – Peter Lake had followed through several issues and would address them as appropriate during the meeting.
4. **Finance Report** – Gordon Watts, Treasurer, presented an updated copy of his financial statement, including all costs incurred at the Christmas Event, which would be reviewed during the meeting. Otherwise there had been little financial activity during the Christmas Season and expenditure was within Budget. He briefed MC Members about the national u3a's half yearly Financial Report, which now predicted a surplus of £63k instead of the previously forecast deficit of £241k. Membership, and hence subscription income, was still not anticipated to reach the pre-pandemic level; some projects had been readdressed or deferred and predicted expenditure had been reduced from

£1,048k to £750k. The MC agreed that questions remained about the Board's handling of budgetary and financial matters.

5. **Membership Report** – Linda Hutton, Membership Secretary, reported 9 new members since the previous meeting, and that total membership was 670 (the annual budget had been based on 650).
6. Given her intention to stand down from the Committee in October 2023, she intended to ask via Connect for expressions of interest; the MC agreed.
7. **New Member Update** – Marjorie Day had sent her Report via email and urged MC colleagues to attend the Coffee Morning on 25 January. The Committee noted that the Welcome event had now extended its invitation to all members. Given the opportunity to learn about Group activity and the website facility, it was agreed that the Coffee Morning was presently within the educational Objects of the u3a, but that a formal record of attendees should be kept. This would be discussed further with the Welcome Team Leader at the next meeting. **ACTION:**
RW
8. **Groups Update** – Louise Fox, Groups Co-ordinator, updated the MC on the Volunteers' "thank-you" event on 12 January. 36 attendees were expected as well as Committee members who would help with the organisation.
9. Further to requests for funding support from the Handbell Ringing and Singing for Fun Groups, the MC discussed the Chair's discussion paper on Group funding. It was noted that there was no blanket policy in existence and that the MC decision rested on the circumstances of each case. The Treasurer confirmed that £50 was available to Groups to cover start-up costs; however, the Singing for Fun Group had been in existence for some time and had some funds which should be utilised for tuning a privately-owned piano. The Handbells however were u3a property, repair of which was a Group responsibility and should be covered by members of the Group.
10. The Treasurer confirmed that Fixed Assets were noted in the Annual Accounts; there was no Register as such items were effectively written off in the year of purchase. Linda Hutton undertook to write a short summary of the recent bequest to the Scrabble Group for the record. **ACTION: LH**
11. **Working Groups / Sub-Committees** – Gordon Watts had nothing further to add to the previous Finance brief.
 - **Projects:** – The Committee approved the Chair's draft brief for the Members Activities sub-committee. Jenny Thwaites stated that her initial priority was to improve the overall co-ordination of the General Interest Open Meeting, for which she was trying to find a volunteer for the role of Event Manager as soon as possible. She had drawn up a role description to which the Chair had made some amendments. Peter Lake suggested that it might be preferable first to complete his ongoing study of associated roles. In discussing how best to

take this forward, the MC agreed that it would be unreasonable to expect a single individual to assume entire responsibility for every such meeting and that it should be a shared commitment; there was also agreement that there was scope for improvement in the organisation of the General Interest Open Meeting. It was agreed that Jenny Thwaites should proceed with her search for a volunteer to work with the Member Activities team in devising a workable system, and subsequently to lead the team of volunteers in co-ordinating the General Interest Open Meetings.

- The MC reviewed the Christmas Event, which had been attended by over 90 members. The Treasurer reported that expenditure on the event had exceeded income by £776 (£226 over budgeted deficit), the main expense being the food, of which there had been an excessive amount. Despite some issues with sound quality, most members had enjoyed the afternoon; it was agreed that in a future such event, planning should begin at an earlier stage, and that it should include just a Quiz and Carols, without additional entertainment. Less food should be offered, and all attendees should pay, in keeping with the u3a's mutual ethos.
- Byelaws and Annexes – Peter Lake had some issues with the draft documents and proposed revisions which he would send to the Chair, Treasurer and Secretary; further discussion would take place at the next meeting. The Chair was particularly concerned that the Accessibility and Equality Policies made commitments that it was not possible to undertake and wished to examine these further.

ACTION: PL /

RW

12. **MC Vacancies** – The Chair suggested that there was a potential vacancy for a role co-ordinating Group vacancies and for identifying and following through potential volunteers across the range of u3a activities. It was agreed that it was vital to capture initial information from application forms, and also to follow-up subsequent comments from the Welcome Team. Peter Lake offered to devise an appropriate document on which such details might be stored, and to enter relevant information as passed on by the Welcome Team.
13. Gordon Watts reported that the process of amending the bank mandate to include Greg Cumming was underway; once that was completed satisfactorily, and u3a email addresses and Beacon access had been formalised, he would tender his resignation as Treasurer at the next meeting of the MC, and the Committee would be requested to appoint Greg Cumming as Treasurer, subject to formal confirmation at the next AGM. It was not his intention to remain on the Management Committee.

Post Meeting Note: Gordon Watts gave written notification to the Chair on 9 February 2023 of his intention to resign as Treasurer with effect 20 March 2023.

14. **Advisers to the Management Committee** – The Chair suggested that on occasion it might be appropriate to invite Advisers to a meeting of the MC for discussion of a relevant issue, or to give an overview on an annual basis. Committee members agreed that there should be regular communication and feedback; Jenny Thwaites communicated regularly with Lynn Battersby-Vogt and John Donlan; the Chair was due to meet shortly with Liz Wright to discuss PR related issues.

15. **Management Committee Meeting Schedule** – the Committee agreed to meet every 6-8 weeks.

16. **Any Other Business** –

- The Chair reported that he and Andy Borthwick, Editor of News & Views, had discussed whether it might be possible for the public facing edition to be more effectively communicated through a QR Code posted in venues such as the Community Centre and the Library. The Committee supported this suggestion; John Donlan would also be requested to make N&V more immediately accessible on the website. **ACTION:**

PL

- Peter Lake sought approval for his proposed collation of volunteer information and follow-up, which was given. He and the Vice Chair would discuss the process of implementation in more detail. **ACTION: JT /**

PL

- The Secretary confirmed that the annual u3a Insurance Certificate had been received.
- As the u3a “burner” phone was no longer operable, it was agreed to remove the number from the website and all future documentation. Members of the public and current members still had the facility to contact the MC by email.

17. **Date and Time of the Next Meeting:** 2pm Monday 20 March @ 4 Herne Road. Linda Hutton offered to take the Minutes in the absence of the Secretary.

RW 08/01/23

Signed.....Chair

Date.....