Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING held in-person and via Zoom on Tuesday 6 September 2022 @ 10am at 2 Home Way, Petersfield

Present in person: Steven Watts (Chairman)
Gordon Watts (Treasurer)
Robina Whitehorn (Secretary)
Linda Hutton (Membership Secretary)
Via Zoom: Peter Lake (Lead on Communications)
In attendance in person: Marie Hook – prospective MC member
Marjorie Day – prospective MC member
Charles Price – prospective MC member and Chairman

1. **Apologies** – Jenny Thwaites, Groups Co-ordinator; Louise Fox, prospective MC member
2. No interests were declared.
3. **Minutes of the Previous Meeting -** The Minutes of the previous meeting of 16 August 2022 were agreed as a true record.
4. **Matters Arising –** There were no matters arising other than those covered in the Agenda.
5. **Finance Report –** Gordon Watts, Treasurer, presented an updated Financial Statement for the year ending 31 August 2022. The final deficit was £3,735, and total assets remaining at £32,514. The Management Committee approved the Report unanimously.
6. **Budget 2022-3 –** The Budget was slightly revised from that presented in July. £500 had been added for the Conveners' event, and CAF Bank charges had been slightly reduced. The Third Age Trust capitation fee was assumed to remain at £4, and Petersfield u3a membership of 650. A deficit of £7,229 was predicted, leaving assets of £23,982, in accordance with the Reserves Policy. Subject to expanded definition of member groups, the Budget was approved unanimously.

7. **Membership Report** – Linda Hutton, Membership Secretary, reported that 10 new members had joined since August, and 8 Associate Members. To date, 214 renewals had been completed with 273 Standing Orders outstanding. 162 membership cards remained to be issued. Given the transition from cheque payments to all electronic subscriptions, and the time lag between transactions and bank notifications, the process was proceeding satisfactorily, though she was considering further refinement for next year. Fourteen resignations had been received – about the usual number – but none had cited the ending of cheque transactions as the reason.

8. There followed a discussion arising from the earlier decision to encourage members' participation in the administration of Petersfield u3a through the renewal process, and how best to collect and record details of volunteers. The Welcome Team were also instrumental in making new joiners aware of the opportunities available and identifying potential recruits. It was acknowledged that given the size of Petersfield u3a, the present level of volunteering was poor, and a more proactive approach was necessary. Peter Lake had given some initial thought to how this might be done, and the MC agreed that the matter required further consideration – specifically what information was required and how, where and by whom it should be stored. The matter was deferred until the meeting in October. **ACTION: RW**

9. **New Member Update –** Marjorie Day confirmed that all 10 new members had been contacted. The Welcome Coffee Morning for all new members was confirmed for 28 September, to include a practical demonstration of the u3a website. Standing Order Forms would also be available.

10. **Groups Update –** In the absence of the Groups Co-ordinator, the Secretary presented her report. The Wild Swimming Group had just completed its first swim. Two dates were offered for the Conveners' social event and 30 November at the Community Centre was agreed. Jenny Thwaites had also enquired if it was possible to introduce online application for membership, and Linda Hutton confirmed that the IT Administrator was examining how this might be done.

11. **National AGM of the Third Age Trust 6 October –** Robina Whitehorn, Secretary, reported that the Board of the Third Age Trust had received a strong reaction to the Resolution proposing an increase to the annual capitation fee in line with the increase in State Pension. The matter was being reconsidered and an amendment was expected shortly. The MC noted that the national AGM would take place 4 days prior to Petersfield u3a AGM and agreed to inform members of significant decisions on 10 October.

12. **Management Committee Meeting Schedule –** Further to a request for meetings to be held on a regular date or day of the month, it was agreed to discuss this matter at the meeting in October. It was also agreed to reimburse the Secretary for future Zoom meeting costs. **ACTION: RW**

13. **General Interest Open Meetings –** The Secretary confirmed that bookings had been submitted to the Community Centre for 2023, for every month except August; in all instances the meeting would be on the second Monday, with the exception of April, when, due to the timing of Easter, it would be the third Monday.

14. **Petersfield Community Centre AGM –** The Secretary agreed to represent the u3a at the PCC AGM on 23 September.

15. **Town Mayor's Charity Event –** Mindful of Petersfield u3a's Charitable Objective, it was agreed that in this instance the forthcoming Town Mayor's Charity Event in support of the Petersfield Foodbank and the Kings Arms could be publicised to members. Future such requests would be considered on a case-by-case basis.

16. **Petersfield u3a AGM 10 October –** The Secretary confirmed the planning process previously outlined; the MC approved the Calling Notice to be issued via Beacon on 12 September. Non-IT enabled members would be notified by post; likewise all subsequent documentation. Members would be requested to submit questions in advance and postal votes would be offered. The Agenda and timing of the essential business of the AGM would require careful choreography in order not to delay the scheduled Open Meeting. **ACTION: RW**

17. It was agreed to defer discussion and publication of supplementary Byelaws until members' acceptance had been given to the updated Constitution.

18. **Any Other Business –** A reminder was given about National u3a Week 17-25 September.

There being no further business, the meeting concluded at 12.45pm.

Post meeting Note: Marie Hook advised that she no longer wished to be nominated for membership of the Management Committee.

Next meeting: Thursday 13 October at 2pm. Venue: 2 Home Way, Petersfield.

RW 08/09/22

Signed……Chairman

Date.....