



Minutes of Petersfield U3A Management Committee Meeting

The Causeway Business Centre, Wednesday 8 January 2025 at 1400

Present: Charles Price (Chair), Rose Noonan (Secretary), Greg Cumming, Sandy Stephens, Peter Lake, Pauline Kneen, Tim Willans, Titian Fleming, Liz Wright, Doreen Challen, Susie Reynolds

NOTE: * indicates pre-circulated paper

1. **Apologies** were received from Jenny Thwaites, Bernice O'Reilly
2. There were no declarations of interest.
3. **Review of the Management Committee process***
CP summarised a pre-circulated paper, emphasising that the purpose of most written reports is to keep all informed about key issues and enable queries to be dealt with in advance. To enable an efficient balance of informing and discussion, MC members should clarify whether issues require discussion at the meeting, and where they wish to make a specific proposal, in which case the context should be clearly set out.
4. **Minutes of the meeting held on 27 November 2024***
These were agreed and signed by the Chair.
5. **Matters Arising**
There were no matters arising.
6. **Members' reports**
 - a. **Membership* (SS)**
PL intends to revisit some statistical data relating to the membership (recruitment, attrition etc) in the near future.
 - b. **Finance* (GC)**

GC observed that a transfer across accounts results in totals now being £5,621.21 (cash account) and £32,49.25 (Gold account). It was noted that there is a need to explore how to use Sum-Up more efficiently, in particular to identify payments (from whom, for what). GC plans to discuss this issue with TW.

c. Groups* (BOR)

The issue of whether Petersfield u3a would consider allowing certain groups to be led by paid professional tutors, as happens in certain other u3as, was discussed. The general view was that in principle there is no objection, as long as the group activity is one that requires professional tutoring due to H&S implications (e.g. yoga and some other physical activities); however, the Committee would need to be satisfied that all practical/ legal/ insurance issues have been thoroughly investigated, and a procedure written and resourced, before agreeing to such activities going ahead in practice. **AGREED:** BOR to pursue this further, including further discussion with other u3as.

ACTION: BOR

d. IT* (TW)

TW ran through and explained key points from his progress report. In the short term, the IT group will run Dropbox training and a course in website use and maintenance, with an emphasis on enabling group convenors and group members to use u3a systems with confidence to meet their own groups' needs (e.g. editing and updating).

TW asked for MC decisions on two matters, resolved as follows:

AGREED: to adopt as domain name petersfieldu3a.org.uk

AGREED: to move towards hybrid email addresses involving aliases, which enable anonymity outside the u3a user group

PL plans to pass on policy documents relating to GDPR, drafted in 2024, to TW to enable him to progress policy with the IT group.

e. Volunteers* (PK)

PK reported positive progress subsequent to her report: for example, she has begun to meet with the Open Meeting Support Group, which is now active, TF has also met many volunteers and a Welcome Committee has begun collecting information from new members.

f. Policy (DC)

DC reported that she has begun this work; most if not all policies are due a routine review. She plans to work with SR to develop the policies as a coherent package, with a more standardised format and in places reducing level of detail and length. National policy guidelines will be checked and those MC members to whom particular policies are most relevant will be consulted before and after any

redraft. DC hopes to circulate some draft policies to MC in March for comment, for agreement later in the year. CP advised dealing with them in two instalments.

7. Meeting venue (RN)

RN explained that the cost of a room at Causeway Business Centre is rising to £150 per month, and has investigated options which may offer better value. It was agreed that the United Reform Church meeting room could provide a comfortable alternative at half the price, even taking into account the need to refund parking for some Committee members, and should be booked if available.

ACTION: RN

8. New Members' Journey and Groups' Development* (CP/PK)

Two papers were pre-circulated. To contextualise, PK explained how there is now an impetus for change, following some years in which this has not been possible, and the proposed project aims to track new members' experience for a set period, with the intention of improving what Petersfield u3a offers. She emphasised that this should enhance the experience of all members, as it will tie into a review of how interest groups operate, the relationship with the MC, and how they can be expanded, led by BOR, who will be proposing the project brief at the next MC. Two working groups are therefore proposed. **AGREED:** to proceed with projects.

ACTION: PK

9. Connect (LW)

LW explained that she writes the content of Connect and forwards to RS to complete and publish via Beacon. She wants to liaise closely with MC and welcomes feedback in order to improve Connect further. It was agreed that she would attend MC as appropriate and that Connect would be added to the meeting agenda as a standing item. Some discussion took place about using MC profiles in Connect to link to further information about the roles of MC members for interested readers. CP expressed appreciation of recent changes, and asked to see the next issue before publication.

10. 2024 Christmas event* (PL)

PL explained the need for a careful planning process for future events. He intends to build a sub-committee for this purpose, comprising both MC members and regular attendees of past events. The view was that the success of the event should not be compromised by efforts to keep the price down, so members attending may need to pay more for their tickets. MC members supported this initiative. It was noted that any publicity materials which might have an audience outside Petersfield u3a should include the registered charity number.

11. Reserves policy (GC)

The Reserves policy was redrafted in 2024, but not yet finalised and agreed; GC and PL will continue to develop this. A separate document records policy

decisions relating to surplus funds. DC requested that she should be included in finalising the draft policy in the interests of coherence with other policies under review.

It was confirmed that the membership fee for next year will be £10.

12. Petersfield u3a 30th Anniversary (BOR/LK)

BOR's paper asked for MC's views regarding various possible options to celebrate the 30th Anniversary of Petersfield u3a. Outcomes were as follows:

- a. Afternoon tea for members – **AGREED IN PRINCIPLE**
- b. Art Award – **AGREED IN PRINCIPLE**
- c. Invitation to local or u3a dignitaries to attend – **AGREED IN PRINCIPLE**
- d. Planting a tree in association with EHDC – the Committee was not against this, but was less enthusiastic

BOR proposes to develop a small team to plan for such an event, including the Welcome Committee and volunteers.

AGREED: to proceed with planning a 30th Anniversary event

ACTION: BOR

13. Review of Beacon Access (TW)

TW explained the need for a review as to which Beacon permissions are given to which users (by role). He and PL will work with the IT group to carry out the review.

14. Any other Business

Communications: aims, strategy and next steps* (PL/LW) – The pre-circulated document (v1.2) sets out the proposed communication aims and strategy for Petersfield u3a. PL and LW explained this further and requested approval to continue to develop a coherent approach to communications. This was **AGREED**.

ACTION: PL/LW

The meeting closed at 17.00

Date and Time of Next Meeting: Wednesday 12 March 2025 at 2pm.

Venue: United Reform Church

DMC 9/01/25

Chair's signature:

Date: