

Eastwood & District U3A Executive Committee Meeting

Monday 25th November 2019

6.30pm at the house of AS

Present

Chris Niven	CN	Linda Rothwell	LR	Robert Ford	BF	Barry Doran	BD
John Hill	JH	Margaret Naylor	MN	Chrys Millington	CM	Jackie Brett	JB
Barry Seeley	BS	Janet O'Neill	JO	Andrea Sadler	AS		
	Subject	Discussion Points	Action			By whom	Time
1	Apologies	Val Beecham VB					
2	Minutes of last meeting	Held 28 th October 2019	Accepted.			All.	
3	Matters arising	3a First meeting as co-opted committee members for JO and MN	Welcomed			CN, ALL	
		3b People's Initiative Building: -Caretaker not prepared to unlock the back door every time we use it.	-BS Offered to pay for cutting of keys for our use. -Waiting now to make contact with Ellie the centre manager regarding the matter. BS has kept PC informed who initially reported the issue. C/f to Jan			BS.	
		3c Finding a Speaker website.	RF has offered support to VB who needs to contact RF to receive the support. C/F to Jan			RF, VB.	
		3d Speaker Seekers	VB to make contact with RF to access Beverley Law's sight from R on T of 100 potential speakers. C/F to Jan			VB, RF	

Signed:

		3e Speaker - talk on Cyber Crime	Kirsty at Notts Police still to be contacted. C/F to Jan	VB	
		3f Broxtowe Council	Broxtowe Council wanting to come and talk to us to find out what we do. C/F to Jan	VB	
		3g First 2 rows at monthly meeting reserved for people with hearing/sight loss.	To be put into practice at December's meeting.	ALL	
4	Chairperson's Report	4a Attended a workshop on finding volunteers	Found that we are already doing the advice given.	CN	
		4b Diversity Working Group	Been asked to join meeting to be held in London on December 10 th .	CN	
		4c Social Prescribing	To attend meeting on December 19 th run by Broxtowe Council including GPs from Surgery's in the area with a view to making a plan for U3A's. C/F to Jan	CN	
5	Membership Secretary's Report	5a Renewals in the New Year	Analysing forms to make sure still compliant and making sure the tick boxes for volunteering are compulsory.	BD	
6	Treasurer's report	6a Monthly accounts	Accepted.	All.	
		6b Credit card	Application not sent off yet as names of our Officers need changing with the Bank.	RF	
		6c Lowering Subs	Finance Report being rewritten therefore C/F to January	RF	
		6d Theatre Group	Theatre Group contact now purchasing tickets with the Debit Card via RF	MS, RF	
7	Groups	7a The New Inn venue closed	Board Games to look for new venue.	JH, CN.	

		7b Eastwood FC	Psychology group moving from this venue to Eastwood Council Offices in Jan as FC now cost too much.	RF	
8	Speaker finder	8a See matters arising above – points 3c, 3d, 3e and 3f.		VB.	
9	Beacon	9a Our Journey	To follow steps on document titled “Your U3A’s Beacon Journey”.	BD	
		9b Beacon next steps	-Officially accepted. -Chair Person to sign -MN voted as Admin Person -To check that our data is in the correct format as per Beacon guidelines.	All CN ALL BD, ALL	
10	Succession Planning	10a Treasurers Post	KS interested in taking on role with be invited to January committee meeting.	RF, CN	
		10b Chair and Vice Chair Posts	Most important. Concerted effort to be made in the New Year to promote the posts.	CN, ALL	
		10c Committee members	Room for 2 more on committee. IW could come on just as member and take up role later.	CN, RF	
		10d Volunteering co-ordinator	Still needs promoting.	AS, ALL	
11	Policies and Procedures	11a Rules for Membership	-Take out word ‘monthly’ in paragraph 3. - Delete the word Sources - To be reviewed Nov 2020	ALL	

		11b Privacy Policy	-Take out words 'Database Manager' and email address of 'memberdata@eastwoodu3a.org' - Change Membership Secretary's tel number. - Delete the word 'Sources'. - to be reviewed Nov 2020	ALL	
		11c Data Protection policy	-Delete the word 'Sources'. -Replace the word 'Convenors' with 'Contacts'. -To be reviewed Nov 2020	ALL	
		11d Renewal Forms	-Take out the word 'please' and replace with 'Only' in bold. -Make all on one page. -Delete the word 'Sources'. -To be reviewed Nov 2020	ALL	
12	Website Contact Page	12a Issues with Website contact page. MN reported that some contact boxes been taken off site but at the moment there is spam going to the site.	Proposed and agreed to take off all the boxes. The Business Secretary's email address to be put on the site for people to make contact.	MN, LR, ALL	
13	Christmas Dinner and Christmas Party	13a Christmas Dinner	All booked and paid for at Double Tree Hilton.	AS	
		13b Christmas Party	All committee members to bring raffle prize costing up to £10	ALL	
14	Funds required for Photography exhibition by Photographic group	14a Exhibition to be held in the library but the group has no funds to achieve this.	Proposed to lend the group the funds an amount the group can afford. Agreed.	RF ALL	

Signed:

15	Headsets	15a To be purchased to aid the hard of hearing.	RD said possibly £12 each but could be up to £25. Purchase of 2 sets and disinfectant cleaner agreed upon.	RF, ALL	
16	AOB	16a Bucks Fizz and Shloer drink for Christmas Party.	Agreed	AS, ALL	
		16b Pat testing	C/F to January	JB, ALL	
		16c Renewals	Presentation of what's required for renewals to be given at January's meeting.	CN, BD	
		16d Tuition on blind copying of emails	RF offered this to the Group co-ordinators for their group contacts.	RF, CN, JH	
		16e Talk by Welfare Co-ordinator	To be given at January's meeting	CM	
		16f Overhead projector	To be switched off at monthly meetings when people stand up to talk. Agreed. FQ to be told via email.	MN, ALL RF	
		16g Lanyards	To be ordered for all committee members.	JO	

Meeting Closed at 19.30 Next Meeting: 16th December 2019 at The Foresters, 6pm followed by Christmas meal.

Signed: