

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 People's Initiative Building: -Caretaker not prepared to unlock the back door everytime we use it.	-BS Offered to pay for cutting of keys for our use. -Waiting now for centre manager to get in touch regarding matter and BS has kept PC informed who initially reported the issue. C/f to next month.			BS.	
		3b Speaker finder gaining access to Finding a Speaker website. RF has offered support to VB who needs to contact RF to receive the support	RF has offered support to VB who needs to contact RF to receive the support.C/F			BF, VB.	
		3c Notts Police Speaker	Kirsty from Notts Police to be chased up with regard to doing us a talk on Cyber Crime. C/F			VB	

Signed:

		3d Speaker Seekers	VB to make contact with BF to access Beverley Law's sight from R on T of 100 potential speakers. C/F	VB, RF	
		3e Broxtowe Council	Broxtowe Council wanting to come and talk to us to find out what we do. C/F	VB	
4	Chair Person'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.	CN	
5	Membership Secretarys Report	5a Renewals in the New Year	Analysed 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	MS, RF	
7	Groups	7a The New Inn venue	Closed. Board Games to look for new venue.	JH, CN.	
8	Speaker finder	8a See matters arising above – points 3b, 3c, 3d and 3e		VB.	
9	Beacon	9a Our Journey	To follow steps on document titled "Your U3A's Beacon Journey	BD	

Signed:

		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	
		10b Chair and Vice Chair Posts	Most important. Concerted effort to be make in the New Year to promote the posts. Possibly get 2 more people to come on committee for now with a view to eventually taking on roles.	CN.	
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	

Signed:

		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 and if people want further information then the business secretary's email address will appear on the site for further information.	ALL	
13	Christmas Dinner and Christmas Dinner	13a Christmas Dinner	All booked and paid for at Double Tree Hilton.	AS	
		13c Christmas Party	All committee members to bring raffle prize costing up to £10	ALL	
14	Christmas Committee meeting/ meal	14a To be held at the Foresters on Monday 16 th Dec.	£15.95 for 3 course meal. Meeting to be held at 6pm and meal booked for 7pm.	ALL	

15	Purchase of headsets	15a Bluetooth, designed for hard of hearing	RQ says possibly £12 but could be in excess of that up to £25. Agreed to buy 2 pairs initially along with disinfectant cleaner.	All.	
16	Funds required for Photography exhibition by Photographic group	16a To exhibit in the library but the group has no funds	Proposed to lend the group the funds an amount the group can afford. Agreed.	RF ALL	
17	AOB	19a NHS looking for older people who have worked in the NHS to come and talk about their experience for the NHS at 70 celebrations	Poster to be put on notice board at next monthly meeting.	LR.	
		19b first 2 rows at monthly meetings	To be reserved for the hard of hearing/ visually impaired to be mentioned at next meeting. A letter was received by a member stating that her friend couldn't hear the speaker at the last meeting held at Plumpre Hall. No loop there to help with the hard of hearing and the acoustics aren't as good as at the usual venue. Hopefully this venue was just a one off. Letter to be sent to member.	CN JH. LR.	
		19c CM to talk about her role of welfare officer	Especially at this time leading up to Christmas.	CM.	
		19d Lanyards	JB would like a lanyard. JO will be asked to order.	JB, CN.	

Meeting Closed at 19.20 Next Meeting: 25th November 2019 venue to be arranged

Signed: