

Minutes of the meeting of the Eastwood District U3A Executive Committee

**Monday, 9th January 2023 at 1.30 pm at Greasley Community
Centre**

Present: Barry Doran, Keith Sherwood, Marianne Sparrow, Janet Lander, Anne Steel, Madeleine Fletcher, Chrys Millington, Linda Rothwell and Doris Fellowes

Apologies: None

Minutes: of the last meeting were approved, with an alteration that the group meeting dates were 5th and 6th January

Matters arising: will be covered in subsequent items

Chair's report : Nothing specific to report

Treasurer's report : The only expenditure has been on the website

Business Secretary's report : Janet needs to complete the annual return to the Charity Commission – and will ask Keith for any relevant information

Membership report : New membership cards are to be printed – Barry to check if the same company is still operating

Volunteers report : There are sufficient volunteers for next month. Janet O'Neill has suggested that if there is a shortage, then ringing up could be a possibility – using the spreadsheet that we have prepared. Some people have said that they would like to volunteer, but that they would like us to make the starting time later so that they could use their bus pass. After some discussion, it was agreed that we should stick to the existing timings, since our booking is only until 12pm.

Welfare report: A card has been sent to Sheila Bowerman, who is unwell, and to the wife of Harry Hemsley, who has died. Chrys is

keeping an eye out for anyone who is new or sitting on their own – some said that they were quite happy to do that.

Group Co-ordinators' Report: This will all be covered in the launch section

Monthly meetings : There were only 67 attended this month, maybe due to illness. Zoom did not work this time, due to a cyber attack. There were 5 visitors. Ray wants the committee to attend a practice – Wed January 25th am – to see if any issues can be fixed. Some members complained that it was too cold in the church, and this had put some off from attending. Someone needs to put the switch on. Barry is to talk to Frank, and Janet will put a notice in the newsletter to say that the heating has improved.

February launch / open day: Nearly all the group contacts attended one of the group meetings. They have asked for a plan in advance – but it was decided that labels would be put onto tables. Some contacts are worried about already having large groups – so they will provide a “waiting list” – maybe one of their existing members could start an additional group? The committee looked at the different formats that Janet had created – the sign- up sheet will omit the email due to GDPR. The picture of the DH Lawrence house was omitted and the current logo put onto each format. Janet has been asked to provide two laminated copies of the poster for Madeleine. Janet will re-draft the documents and check with Marianne, who will send out copies to group contacts. In addition, Janet will e-mail them to Margaret for printing – 30 posters, 20 information sheets and 35 group sign up forms. Ray suggested that we should have music, but this was not thought to be a good idea. However, he is to be asked to -bring the karaoke to use for any announcements. There will need to be a chair by every table, and each group has been asked to provide a couple of people to man their stall. Group contacts and committee members have been asked to arrive at 8.30am to help get the room ready. There will be meet and greeters as usual. Marianne is to

organise social medial adverts at the end of January. Janet is to put an advert into the Eastwood and Kimberley Advertiser, for inclusion on the Friday prior to the launch – up to a maximum of £50.

Publicity: Madeleine has made an up- to- date version of the information. Chrys is to collate this at the publicity practice. Barry to take it to the printer to ask for it to be converted into a leaflet version – 100 copies initially.

Website: Alison has now done all the work to make this secure. Anne and Margaret will arrange a two -hour session with her to learn how to use it. The committee agreed the £60 expenditure. Anne will talk to everyone at the March meeting about the new website. We need to add links to help people to search and find specific U3A groups

Safeguarding / lanyards: Keith is to sort this out. We already have photos that could be used.

A.O.B.

Keith mentioned that someone had asked about paying for regularly delivered newsletters. We agreed that this should cost £10 a year.

Anne clarified with the committee that she is still the Health and Safety Co-ordinator

Date and location of next meeting :Monday, 6th February at 1.30 pm at Greasley Community Centre