

Blackbourne U3A
Minutes of Committee meeting 09.30am 31 October 2023
Bowden Room, New Green Centre, Thurston

Present

Liz Morgan	Chair
Sue Adams	Secretary
Brenda Last	Treasurer
Julie Cubitt	Joint Names Registrar and Newsletter Distributor
Stephen Cubitt	Joint Names Registrar and Newsletter Distributor
Chris Ives	Membership Secretary
Geri Collingwood	Interest Groups Co-ordinator
Tina Taylor	Joint Visits Organiser
Margaret Knock	Joint Visits Organiser
Bill Blackaby	Minutes Secretary

Apologies for absence

Dominique Sutton Vice Chair

Ref	Item	Action by	When by
1.	Minutes of previous meetings: 31 August 2023, after minor correction to item 6/bullet point 4 (correct 47 to 37), minutes were signed by the Chair as a correct record.		
2.	Matters arising (those not dealt with through agenda): (i) Interest Group Leaders expressed a wish that they would like to have another get-together coffee morning and Geri will arrange. Geri confirmed will be on Tuesday 23 Jan 2024, 10.30 am at Thurston. Action complete. (ii) Brenda will liaise with Eve & Colin Burrows to ascertain fees/expenses for each presenter. Action complete. (iii) Regarding adding photographs to website Liz to check with National U3A on what is permitted to be published. Action complete.		

	<p>(iv) Webpage - Based on Bill's report Liz & Dominique produced a short action plan. Liz and Dominique to meet up with web site Administrator Anne Ling. Action complete.</p> <p>(v) Noted the website was updated in recent years using company called Spi-des-ign. Sue to try to find any original contract documentation. Sue reported unable to find. Action complete.</p> <p>(vi) Brenda to confirm fee payable for the domain name. Action complete.</p> <p>(vii) Santander bank account – updating cheque signatories Brenda still pursuing with bank. Action carried forward.</p> <p>(viii) Social event 4 December 2023 to mark the festive season after the December lecture. Noted the lecture (show) will last max of 1 hour. Brenda to liaise with Wendy Bedford regarding the refreshments to cater for max 75 persons. Geri to arrange a free raffle for the social event.</p> <p>(ix) Geri to meet up with Stephen to gain an understanding on how beacon works. Action complete.</p> <p>(x) New members to be invited to meet the Committee after September's Lecture – Sue to circulate note to that effect. Action complete.</p>	<p>Brenda</p> <p>Brenda</p> <p>Geri</p>	<p>ASAP</p> <p>ASAP</p> <p>By 4/12/23</p>
<p>3.</p>	<p>Webpage update:</p> <ul style="list-style-type: none"> • Stephen noted that U3A trust have a website builder service that may be useful in the medium term. Agreed that for now continue with our existing website. • Committee members requiring updates to website to send updates to Dominique who will liaise with Anne, however, Chris noted that group leaders can access directly their section of the web site – Chris will share access to those who need it. 	<p>Chris</p>	<p>ASAP</p>

	<ul style="list-style-type: none"> • Margaret requested a separate tab on the web site for the Theatre/garden/educational trips/events/day trips as these are all open to entire membership and not an actual interest group for a select group of members. Margaret to liaise with Dominique • Chris to check with Dominique regarding the placing of the membership form on to the web site. 	<p>Margaret/ Dominique</p> <p>Chris</p>	<p>ASAP</p> <p>ASAP</p>
4.	<p>Treasurer’s report: Brenda presented.</p> <ul style="list-style-type: none"> • Current account funds available are £3,884.75. • Deposit account stands at £4,168.43 • Considering raising a complaint with Santander over their poor handling of the changes required to the cheque signatories. • Proposed 2024 budget does indicate an in-year deficit but wouldn’t be a problem as the accounts show a healthy surplus. • Chris suggested increase use of hand delivery of annual membership renewals in the larger villages will help mitigate the increase in postage costs. • Noted that provision for refreshments appears low, Brenda will reassess. 	<p>Brenda</p>	<p>ASAP</p>
5.	<p>Membership Secretary’s report: Chris reported.</p> <ul style="list-style-type: none"> • Noted 494 paid up members. • There were 9 new members in September and 8 in October. 		
6.	<p>Update – Events Theatre trips: Margaret reported:</p> <ul style="list-style-type: none"> • Margaret noted that Beacon can reach over 90% of the membership and theatre trips fill quickly. • Margaret felt that the Theatre Trips organiser need not be a committee position and will stand down from the Committee at the next AGM, however will still remain as the Theatre Trips organiser. • There is a need for a separate organiser for educational trips/events/day trips. Margaret will compose a job description. Sue will send out a request for any expressions of interest of undertaking the role. 	<p>Margaret</p> <p>Sue</p>	<p>ASAP</p> <p>ASAP</p>

	<ul style="list-style-type: none"> • Current theatre trips are: <ul style="list-style-type: none"> ○ Jersey Boys 30/11/23. ○ King and I 14/02/2024. • Possibility of Starlight Express in summer 2024. 		
7.	<p>Update – Events – Garden Visits: Tina reported.</p> <ul style="list-style-type: none"> • Proposed visit arranged for Snow Drops at Walsingham Abbey in early Feb 2024. • Investigating a possible trip to Sandringham Flower Show in 2024. • Committee agreed that Margaret and Tina to act as deputy leader for their respective groups. • Tina (and Margaret) stated that the Beacon system is an extremely good tool to help manage trips and recent trips have all been full. 		
8.	<p>Update - Interest groups: Geri reported.</p> <ul style="list-style-type: none"> • Noted Scrabble group has disbanded. • Play reading group are undertaking play reading at Thurston Library on 15/12/2023. • Noted some groups have significant gender imbalance, however, this likely reflects the fact that two thirds of the membership is female. • Geri will set up a new personal email address to be added to the website. 	Geri	ASAP
9.	<p>Beacon Management System update: Stephen reported.</p> <ul style="list-style-type: none"> • 11 Group Leaders are currently using Beacon. • The help pages on the Beacon system are very useful. • There are various features available on the system. Agreed for the moment not to liven these up. 		
10.	<p>Suffolk and District network of U3A's:</p> <ul style="list-style-type: none"> • Brenda confirmed £125.68 refund received. 		

11.	Any other business: <ul style="list-style-type: none"> • Agreed to have a detailed discussion on the future of the printed newsletter at the next committee meeting, Sue to add to agenda • Liz raised question of succession planning. Ideas such as joint committee roles, shadowing and targeting new members may be useful. 	Sue	ASAP
12.	Date of Next Meeting: Monday 22 January 2024 at 9.30am, Bowden Room, New Green Centre, Thurston.	All to note	
13.	Meeting closed: at 11.40am		

Signed:Chair

Date:.....