

Minutes of the meeting of Culm Valley u3a
Executive Committee held at Halfway House, Willand
22 June 2023 at 14.00

Present: Chair, Margaret Chumbley (MC), Vice Chair, Janet Bryant (JB), Treasurer, Alison Waple (AW), Business Secretary, Lorna Knowles (LK), Membership Secretary, Susan Greenhough (SG)

Minutes: Lorna Knowles

GS = Gill Sole

SHL = Sue Hooper- Lawrie

1. Welcome

MC welcomed all to the meeting.

2. Apologies: Group Secretary, Barbie Bradbury (BB)

3. GS – Plans for absence of booked Speaker – GS will continue to source the 1 hour talks for the monthly meetings but does not want to take on Public Information talk sourcing. If these are to be provided they could be in a different location and in addition to the monthly meetings. Ideas were discussed for ‘a few days notice’ options: Devon Link reserve speakers, Interest Groups talk, D Pugsley and ‘no notice’ options: Pre prepared Quiz brought to all meetings, members to speak about themselves, table groups questionnaire as to what members would like.

JB is attending a WI speakers programme meeting. She will inform the committee of anything of interest.

RESOLVED: to allow up to

£100 for speakers and GS to use her discretion if some talks are cheaper and others more expensive.

14.30 GS left the meeting.

4. To Agree the Minutes of the meeting 23 March 2023 – AW proposed and JB seconded that the Minutes were a true and accurate record of the meeting. All agreed. The minutes will be signed off by LK and sent to SHL for the website.

5. Matters Arising therefrom –

Item 4 – expenses of £50 to be paid in arrears to Committee Members for sundry items in September having served at least 1 year. Expenses of £40 will be paid in arrears to Group Contacts in September to help towards administration costs.

Item 6 – Inform SHL that the website needs to make it clear that the Membership Form is not interactive and that payment needs to be made separately via BACS, Cheque or at a Monthly Meeting.

6. Officers Reports – All reports had been circulated prior to the meeting.

Chair (MC) – The bank balance needs to be reduced in line with Third Age Trust recommendations. It was resolved to stop the £1 monthly meeting charge with immediate effect but the subscription charges will remain the same. There will be a review in December. Tea Team are to be given a £30 float for their supplies and receipts are to be given to AW.

ACTION: Stop £1 charge at monthly meetings as from July

Treasurer (AW) – Bank Balance as of 31 May 2023 is £4,350.00. Discussions as above as to reducing the balance held.

Minutes of meeting 22 June 2023 cont.

Business Secretary (LK) – MC clarified that Third Age Trust insurances would not cover non members attending a group activity following a request from a Group Contact regarding non members attending a planned session. MC has informed the group contact concerned.

Membership Secretary (SG) – An Emergency Number request will be added to the Membership Form.

Currently 194 members.

Clarification was given to Group Contacts regarding sending emails via Beacon. Lapsed members will not receive any new emails.

SG to keep paper membership forms for 1 year and a list will be run off each month in case Beacon fails.

SG away for September and October monthly meetings.

From September new members will pay £5 for Full membership and £4 for Associated Membership to end of December 2023.

ACTION: SG to re design the Membership Form to reflect the need for an emergency contact.

Group Secretary (BB) – General Notices will be given prior to the Speaker. Group Secretary notices will be given after the speaker. There will be 15 minutes to allow for circulation and chat. There will be no clearing of tables/chairs until 15.30 at the earliest.

ACTION: JB to ask for helpers as from 12.30 to help set up the room at monthly meetings.

7. To adopt and sign the revised CVu3a Constitution: The revised CVu3a Constitution was signed by all present.

ACTION: LK to send revised Constitution to SHL for the website.

8. Sharing the cvu3a.org.uk website with other u3a's – A request had been received by SHL from Minehead u3a as to whether they could share our website design. SHL had clarified that the copyright was now with her and that an automatic backup to WIZ was in place.

The Committee agreed that SHL should purchase an external hard drive for the sole purpose of backing up the site and the cost will be reimbursed.

The Committee also agreed that a charge of £100 should be made to Minehead u3a as CVu3a had paid a significant amount of money to build a new site for our needs. Any ongoing help SHL gives to Minehead u3a would be entirely her decision.

ACTION: LK to inform SHL of the above decisions.

9. Plan if booked speakers do not attend the monthly meetings – discussions as above. It was agreed to pay up to £100 for Monthly Speakers.

11. Live for Today Course: SHL had sent a presentation to the Committee for their consideration of a course she would like to offer CVu3a members. The estimated cost per annual session would be £144.

After a discussion it was agreed that, as with any course offered to members by another member willing to run the course, it should be self funding. SHL may like to consider asking for an expression of interest in the UPDATE newsletter.

ACTION: MC to inform SHL of the decision by the committee.

Minutes of meeting 22 June 2023 cont.

12 AGM 7 September 2023 – Following information from SHL it was agreed to use paper nomination forms for the AGM on 7 September as Survey Monkey was no longer free for our needs. The cost was deemed to be too high as we only use the system for our AGM.

13. Date of Next Meetings – 28 September 2023 at 2pm Halfway House Willand.

The meeting closed at 15.30

Lorna J Knowles

Minutes were signed off at the meeting of the Committee 28 September 2023.

A handwritten signature in black ink, appearing to be 'LJ Knowles', with a long horizontal flourish extending to the right.

LJ Knowles