

Carlton, Gedling and District u3a Meeting of Executive Committee

10.30 am – 12.15 pm Tuesday 22nd July, Manor Green Community Centre

1. Attended – Sue Warren, Paul Christie, Gayle Harris, Cheryl Larcombe, Sandra Stanley
John Preston, Jackie Taylor, Teresa Clark
2. Guests - Nil
3. Apologies - Mark Reynolds, Ann Taylor, Jenni White
4. Minutes from last month – Agreed as an accurate record of June’s Committee meeting
5. Matters arising not otherwise on the agenda – Nil

Reports

6. Chair
 - a. AGM – Chairman’s Report – Delivered by Paul Matinez at July’s General Meeting.
Now posted on shared OneDrive folder.
In Summary
 - Chairmans report -proposed by Jackie Taylor, seconded by Janet Allen.
Motion carried
 - New Committee Members - Proposed by Maggie Martinez, seconded by
Rene Battersall. Motion carried
 - Treasurer Report – Proposed by Susan Bunting, seconded by Lynne
Jaremczenko. Motion carried.
 - Annual Renewal – Proposed by Tracey Lack, seconded by Mike Pointon.
Motion carried.
 - Retain current Auditor – Proposed by Pam Bartram, seconded by Pamela Ead
Cooper. Motion carried.
 - b. Attendance at General Meeting – 110
 - c. Handover – in majority complete
7. Business Secretary
 - a. Handover – Mark and Sue meeting to be arranged.
 - b. Sue identified the August update of Trustee information on Charity Commission
website was required.
Action: Sue email Paul M.
 - c. Cheryl raised benefits of Committee members wearing lanyards with membership
cards containing Committee role/title
Action: Jackie will look at options for printing new cards for next meeting

8. Treasurer

- a. Handover – Ongoing. Paul C is awaiting bank to confirm signatory authorisation. John proposed an email account be set up for members/ convenors to access for claims. **Action: John and Paul C to manage.**
Discuss at next meeting re letting conveners/ members know about new email address.

9. Membership Secretary

- a. Handover – Complete, Cheryl confident with processes, but can still ask Maggie for advice if required.
- b. Current Membership – 514 members, 3 new members in last month, 27 associate members and 5 honorary members. We have hosted 1 guest. 46 members have not yet renewed their membership. Discussion around insurance for non-renewals (needs confirmation for legality and safety) and at what point the u3a draws the line re members attending groups.
Action: All committee members to review the insurance policy on OneDrive.
Action: Cheryl email members not yet renewed.

10. Newsletter

- a. Need for new Assistant Editor – Sue has offered to support Clare, but both still would like another member on the Newsletter team,
Action: Sue and Clare, email members for support
- b. Newsletter schedule and issue to be reviewed, as discussed at June meeting.
Action: John review on Beacon for changes.
- c. Reminder - No newsletter in August, however, if articles submitted are longer than 300 words to include August activities, Paul C has agreed additional cost will be met.

11. Minutes and Social Secretary -

- a. New Members leaflet for general meetings – Committee agreed useful.
Action: Gayle contact Pat Downing, re letting her team aware
- b. General meeting oversight – Template reviewed, and tasks allocated. Action: Gayle to amend with decisions from today's meeting.

12. Interest Group Coordinator

- a. Review convenors' handbook – Sandra and Coleen have reviewed and updated.
- b. Handover – Complete. Sandra has the rota for interest group conveners to present at the general meetings.
- c. Trips and visits – 3 events planned and advertised. WhatsApp group set up
- d. Discussion and debate group – no update at present, Coleen meeting with Christine Russell to convene.

- e. French for beginners – Announced at general meeting in July, lots of interest and 4 offers to convene.
- f. Spanish conversation group – on hold, no update at present
- g. Walk fit to music –We have 2 groups, each meets fortnightly. Sandra requested an audio speaker, so groups can still meet when conveners unavailable. **Action: Sandra to source**
- h. Move it or lose it – not a u3a group, but 10 places are available for u3a members to attend. Payment required.
- i. Railway Enthusiast group is suspended over the summer and may return as the Heritage Transport group.
- j. Suggestion for Drama group interest to be reviewed.

Sandra asked who could post on our Facebook page, committee members present not aware. **Action: Sandra contact Paul M.**

13. Speaker Seeker – Janet will liaise with Teresa.

14. AoB –

- a. Coleen thanked the committee for her gift; she was very pleased with what she received.
- b. Cheryl proposed we have a committee WhatsApp group.
- c. Jackie will be offering u3a leaflets out on her craft stall at the Valley Road fete.

Next Committee Meeting. *10.30 to 12 noon, Tuesday 19th August, Manor Green Community Centre*