



BUCKINGHAM & DISTRICT U3A

MINUTES

For the 256th Committee Meeting held at 10:00 am Monday 21st February 2022 online via Zoom

Present: Lilia Bogle (Chairperson); Howard Mordue (Vice-Chair), Derek Morgan (Webmaster), Paddy Collins (Treasurer), Roland Simpkins (Speaker Secretary), Dorothy Morgan (Secretary), Janti Mistry (Membership Secretary), Sarah Katz (Newsletter Editor)

1. **Welcome:** The Chairperson welcomed everyone to the meeting, and included the Newsletter Editor SK. The Committee members gave a brief outline of their roles so she could be informed as to who is responsible for the various tasks.
2. **Apologies:** None
3. **Absences:** None
4. **Minutes of the Meeting held on Monday 24th January 2022:** These were approved.
 - a. **Matters Arising:** New Members Coffee morning – the Chairperson reported that the meeting had gone reasonably well, although there were a few issues to be resolved for the next one, such as register and name stickers.
 - b. July Social and Christmas Social – the dates had been confirmed and the caterers had agreed to cover these. There was a need to plan the entertainment; the Music ensemble had been invited to play at the Summer Social and confirmation is awaited from them. A Quiz was prepared for the cancelled Christmas event last year which could be used this year. The situation will be updated in time for the next Agenda.

Action: LB
 - c. GCs meeting – the catering is booked, there are 40 attendees so far, and Agenda needs to be planned. This could include the GLO recruitment process, the new system etc.

Action: DM will remind GCs to confirm attendance, and draft Agenda with LB.
5. **Chairperson's Report:**

Open Meeting – LB is unable to attend but PC will introduce the session in her place. An announcement should be made asking GCs to confirm attendance at their meeting, the newsletter would also be mentioned.

Catering for GCs meeting is arranged, and they will need to know the final numbers.

Shadows - a new GLO had not yet been identified but LB would cover for this temporarily with regard to new groups. Someone had potentially been found for Secretary and

Webmaster, negotiations were ongoing. PC confirmed he had a shadow and was working with her on the finance side.

Val Shaw had been asked to help JM out with the membership side at meetings, and he would discuss with her what would be the most helpful tasks for her to do.

The Groups boards displayed at the Community Centre meetings are in need of updating, and will be taken away for this purpose, AN has agreed to help with this. **Action: AN**

6. Treasurer's Report:

PC reported that finances are still reasonably good, and that GCs could purchase items for their groups if they asked. He could give an update on venues during the GCs meeting.

7. Membership Secretary's report:

Progress on SM implementation had been reported separately, a few specific issues had been identified around the joining mechanism, and were being worked on by JM and the developer. Once these were overcome it seems apparent the system should come into line with the current database, as far as producing reports is concerned. It is not yet ready for ordinary members to use whilst the system is being developed. He would appreciate some assistance with email (see above).

8. Speaker Secretary's Report:

RS reported that he had been able to arrange speakers for the next few sessions. There had been a move away from Zoom back to face to face, and he had found people prepared to attend in person once again. He will send out a list for the Newsletter and website.

Action: RS

9. Webmaster's Report:

A few issues remain with the web mail (Roundcube) and DJM recommended that users make sure to put any spam mail into the Spam folder. It is possible to download the webmail to any mail client on PC, phone, or tablet, using a programme such Thunderbird, Outlook, Gmail, Win 10 mail. Doing this keeps the official mail separate from any private messages and is easier to access. Training could be given individually, should anyone request it.

Regarding the new membership system, it is proposed to introduce just the membership side at present. At a later stage, one or two volunteers will be asked to look at the Groups facility and get some training on how it can be used to support their groups.

The system will be run as a "hybrid" one alongside the existing site. GCs will be given a brief overview of the system during their meeting, and will be reassured there is no change whatsoever to their current ways of working, for the foreseeable future. **Action: DJM**

10. Any Other Business:

The Newsletter Editor reported that she intended to produce a Newsletter by about April, and had asked for contributions to be submitted by the 18th March. The timescale would be approximately April/Summer/Autumn. She will speak to the GCs at their meeting on 9th March.

JM requested that an Autumn edition might be timed to fit in with renewal reminders.

Action SK/JM

HM was asked about the New Members Welcome pack previously sent to him, and he will look into this. There were notable dates coming up when we might set up a local event, e.g. for the Queen's Platinum Jubilee, and other local events. He would make a list of events and venues to see what might be appropriate to attend. He will bring the banner to the GCs meeting.

Action: HM

Next meeting (257th) to be held on Monday 21st March 2022 online via Zoom.

Charity No. 1177534