



BUCKINGHAM & DISTRICT U3A

MINUTES

**For the 264th Committee Meeting held at 10:00 am Monday 23rd January 2023
online via Zoom**

Present: Lilia Bogle (Chairperson); Howard Mordue (Vice Chairman) Paddy Collins (Treasurer); Roland Simpkins (Speaker Secretary); Janti Mistry (Membership Secretary); Mark and Katerina Owen (Group Liaison Officers); Derek Morgan (Webmaster); Dorothy Morgan (Secretary).

Apologies: Sarah Katz (Newsletter Editor); Arthur Newman (GLO).

Absences: None

- 1. Welcome:** The Chairperson welcomed everyone to the meeting, and the apologies were accepted. There were no absences.
- 2. Minutes of the previous Meeting held on Monday 21st November 2022:** These were approved subject to some matters arising outlined below.

Item 5 - Matters Arising:

Under item 7 it was mentioned that a new leader was required for Calligraphy to start a 2nd group.

This has not yet been resolved, and KO will send the information to the webmaster to advertise on the website under New Groups.

Under AOB – it is confirmed that the AGM draft minutes are available from the website.

New Year Review: Chairperson had had a discussion with the Secretary about matters to be discussed as follows:

New members coffee mornings: It is felt these need to be arranged on a regular basis with around 36 new members every 3 months, with dates being booked in advance. Chairperson has met with Judy who is happy to organise these for March, June, September 2023 and January 2024. She will book the dates and if insufficient people want to attend, then it could be changed. Minimum number would be 15,

with a maximum of 25. Regarding the refreshments Judy will organise these with Beverly and Margaret, and Lyn Upton will be asked to help. **Action: JA**

Tables for groups can be set up at the meetings, with the boards out. There will be a presentation at the meeting, with the history of U3A, etc. **Action: GLO**

The Welcome pack will need to be printed. HM will do that and feels A5 size would be better making 8 pages with a couple of photos. It would be more cost effective to print several at a time, it costs approx. £48.00 for 40. The quick reference and calendar will need updating each time, and can be done as required to make an insert in the pack. **Action: HM**

Publicity: We should plan ahead for local activities, for example we had a table after the Christmas parade. Possibly local radio. We would need people to man the stall and manage the logistics such as a table for the park event. HM will tell the webmaster the dates. **Action: HM, DJM**

Banner – this has been repaired and can be used for all events, possibly stored at the centre.

HM can also update the A5 leaflets, as the information has changed, e.g. phone number.

Condolence cards: agreed we would obtain these when required and insert a sticker saying who it was from.

Events: a new member has expressed interest in helping with events and LB will be meeting her at the Open Meeting to see what she can assist with. Suggestion that catering could be bought in, and have a separate team for different events.

Action: LB

Simple Membership: training for GCs needs to be organised. GLO and DJM confirm there are approximately 42 who will need to have a session. KM and MO will look at dates. There is a need for a different session for those with ipads, which would be a small group.

KO and MO would meet with DMM to discuss the session requirements.

Action: KO/MO/ DMM

Suggested February, March, April. LB would meet with them as well to look at GCs roles, after AN has returned.

Committee review: discussion on membership vs trustee role, agreed we need 4 main officers as Trustees, as well as the other key roles. Arrangements to be made to invite other support people to attend committee meetings to give briefing/feedback, particularly just before an event such as the social and new members coffee mornings. This could include people helping with refreshments and catering, and Committee shadows. **Action: DMM**

Open Meetings: suggested there should be a welcome team, to include people such as Val Shaw. This would free up the Group Liaison to talk to more members at the meeting.

3. **Treasurer's Report:** The Treasurer reported there were no issues with regards to finances. The Annual Report needs to be completed and submitted, and he would liaise with the Secretary for this purpose.
4. **Membership Secretary's report:** report had been submitted in advance of the meeting. JM confirmed that Simple Membership is working well, and we have 731 members at present which is just 15 short of the figure when we started the renewal process last August. The lapsed list is large and mixed, and includes those not renewed and past members. In Simple, transfers are made manually taking several hours. Developers have promised to improve the system for bulk transfer. This should be ready before the next renewal process by end of June.
5. **Speaker Secretary's Report:** RS confirmed the speaker planning for the forthcoming meeting. They will need the sound system set up and working for them. He had tried sending a bulk email to remind members but this didn't work for some unknown reason. DJM suggested it was due to another message going out on the same day, this could have exceeded the quota, and to try again next month.
6. **Group Liaison Officer's Report:** KO reported that the Simple Membership training for GCs will be organised on Arthur's return. There had been a couple of new enquiries, for example French, Dining, Jazz groups. They will co-ordinate with DMM on the dates and will look into suitable venues. **Action: GLO/DMM**
7. **Newsletter Editor's Report:** SK apologised for not being able to attend. She was working to put the Newsletter together and had received a number of submissions. She was hoping to have hard copies available for print ready for the Open Meeting on the 25th.
8. **Webmaster's Report:** There are 36 groups on Simple which have been moved over from the website. He was not sure how many had been helped to move, for example Current Affairs didn't know about it but is now on there. There is now an Events section on the Simple site, not quite fully developed yet but almost there. Invitations could be sent out from there asking for replies. The Personal Calendar on Simple now shows the dates for groups and will update with information for those signed up to Events (e.g. the Committee dates will show on the Committee's calendars).
9. **Any Other Business:**
 - (1) Increase in TAM fees – these were discussed and concluded there was no need to change anything at present. It was confirmed that other U3As do not offer any

discounts in fees for being a member in more than one. The Treasurer felt this should continue and we could absorb the increase in TAM costs.

(2) Policies had been circulated and it was agreed these could be put on the website.

Action: DJM

(3) HM mentioned an approach from 3BS radio which is a Community radio for Buckingham, Brackley, and Bicester, run from the University. We had been offered a regular slot to raise awareness, invite groups to come along. Unsure what editorial control we would have or what was involved, and HM would investigate further.

Action: HM

(4) LB had a suggestion on running 2 workshop sessions for our members, on Refocusing Retirement, and would discuss this with the GLOs.

(5) Chairperson suggested a face-to-face meeting to be arranged at some stage in the spring.

Next Committee Meeting (265th) to be held on Monday 20th February 2023 at 10.00 a.m. via Zoom.

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