

MINUTES OF THE BEESTON U3A COMMITTEE MEETING HELD ON  
TUESDAY MAY 8<sup>TH</sup> AT BMC STARTING AT 1.30PM

1 **Apologies:** R Eddleston, L Beardsley, E Le MBrock, J Patterson.

**Present:** S Blackley, A Pinnock, C Billau, B Cooper, C Chater, J Muxlow, K Shipway, S Austin, M Brookbanks and M Gale

2 **Minutes of March meeting:** Errors corrected and signed.

3 **Matters arising:**

- C Chater to email group leaders asking them to inform the committee when they are organising outings
- Data Protection sub-committee to discuss agenda for a group leaders' meeting and a notice for the bulletin about data protection and privacy policies.
- Membership sub-committee to schedule a meeting

4 **Reports:**

**Chair:**

- Speaker at AGM needs to be light-hearted eg entertainment, quiz and strictly half an hour maximum.
- Anne Pinnock will work on safeguarding and equality over the coming months as additions to the Accessibility Policy.
- There were some negative comments about the lack of cups at the open meeting and less people had brought their own. Need a reminder email before open meetings.

**Treasurer:**

- The Treasurer's report on the financial activity in April was received and noted.
- Only one group has not presented their accounts for the last financial year.

**Membership:**

- 299 members have not yet renewed but have 1 month's grace
- C Billau to send a reminder that membership is now due and can be renewed until the next open meeting. After that membership will have lapsed and will be no longer eligible to attend groups.

**Business Secretary:**

- Bookings are open for the National AGM and conference on 30th August. C Billau, M Gale and A Pinnock expressed an interest in attending. Expenses will be paid.
- Nominations for East Midlands representative on the National Board of Directors have to be lodged by 4<sup>th</sup> June.

#### **Group Coordinator:**

- A Pinnock is working alongside C Chater with the intention of taking over the role at the next AGM.
- Some group leaders have responded to the email about tables at the open meetings. Not many have requested a table. C Chater to organise a rota and inform group leaders of their anticipated date.

#### **Publicity:**

- Kathy Shipway has agreed to work with Steve on the website and they will organise a meeting
- Steve is looking at advertising in local magazines such as Breeze

#### **Outings organiser:**

- Doddington Hall have asked for £100 non-refundable deposit for the Christmas outing.
- The committee agreed that U3A cannot subsidise the outing should it fail to attract sufficient numbers and the deposit be forfeited.
- Another venue for the Christmas outing will be organised, possibly Rockingham Castle.
- Date for Lincoln Cruise has had to be altered. Steve to put a notice on website and rolling notices.

#### **Communications Officer:**

- Group leaders' meeting about data protection will include some Beacon training
- June newsletter needs to be at the printers before 20<sup>th</sup> May
- Several copies of the newsletter and bulletin were picked up from the table in the foyer at the last open meeting.

#### **Social Events Organiser:**

- The quiz night was successful apart from the slow food service.
- Disco night Saturday 20<sup>th</sup> October. Christ Church Hall and disco booked.
- Fine wine night Friday 7<sup>th</sup> December. Resource Centre booked

#### **5 Notts Network News:**

- Margot attended the National Links meeting but there was nothing relevant to report.

## 6 **Succession planning**

- Committee to give ample notice of resignations

## 7 **New Members' Coffee Morning:** 4 to attend

## 8 **AGM:**

- Speaker for next year's AGM to be re-considered

## 9 **Development plan:**

- Sue will present her suggestions at the next committee meeting

## 10 **Members' questionnaire:**

- Sue will write a narrative based on the results to go in the newsletter

## 11 **Clarification re charging policy for groups:**

- Recommendation from 3<sup>rd</sup> Age Trust is that we charge the same amount each week and avoid having free weeks.
- Decided that groups can reduce the set fee at any time during the year if they are accumulating funds or ask the treasurer to bank the funds and use the surplus to charge a lower fee for the next year.
- Money taken to cover rental cannot be used for special refreshments
- This will be explained at the group leaders' meeting on data protection and privacy.

## 12 **Keeping it legal conference**

- We need to document our processes towards complying with the new data protection and privacy policies.
- Data protection sub-committee will adapt the U3A sample data protection and privacy policy and present at the next committee meeting
- Data protection must be on the agenda of every committee meeting
- We need to appoint a Data Protection Officer who can be contacted about breaches in confidentiality

## 13 **Insurance:**

- Insurance premiums will be expensive if groups have hazardous activities eg wild swimming, woodwork with power tools and dust
- All venues should have an accident book

- Group leaders need to be aware that they should make sure that any accidents are recorded at the venue.
- Group leaders need to report accidents to the committee so that they can be minuted.

14 **Training for delivery**

- Some members need training on giving presentations to groups
- Celia to liaise with Mike Allery who has volunteered to do this previously
- There is a room at the Pearson Centre with suitable equipment. Celia to book this and offer to any group leaders who need a confidence boost on giving presentations, using power point, connecting a-v equipment.

15 **AOB**

- Leaving do for Marie Potts – 7pm 5<sup>th</sup> June at the Victoria
- Study day – dementia. Sue to liaise with Marie who has some good contacts for speakers

16 **Confirmed future meetings**

- Group leaders' meeting Friday 8<sup>th</sup> June at BMC in the afternoon
- June Friday 8<sup>th</sup> at 10am
- July Monday 9<sup>th</sup> at 1.30pm
- August Monday 6<sup>th</sup> at 1.30pm
- September Monday 10<sup>th</sup> at 1.30pm

Signed .....Dated .....