

## Minutes of The Dukeries U3a Committee

Monday 8<sup>th</sup> April 2024 Jubilee Hall Ollerton

### Present

Barbara Baglee, Minuting secretary

James Bartlett, Business Secretary

Barry Callieu, Treasurer

John Harris, Newsletter

Chris Neighbour, Health and Safety Officer

Wendy Neighbour, Membership coordinator

Jane Young, Group coordinator

Pam Hardwick, Charity organiser.

Maria Pitrolino Baranauskus, Committee member.

Apologies, Leslye Henstock, Ann Street.

Acting chair, Wendy Neighbour opened the meeting and welcomed members.

1 Minutes of the last meeting.

Matters arising. John pointed out that the microsoft issue has been resolved and that the minutes should state that the U3a website is changing and that the software on the laptop had been sorted.

Committee members, Barbara has agreed to stand for Deputy Chair but won't take over as chair.

James stated that he would like to stand down as Business Secretary but would do 1 more year.

Minutes proposed by John Harris and seconded by James Bartlett.

### 2 Treasurer

A cheque issued to Linda Bond has not been cashed. Jane will give Barry contact details. Barry went through the accounts which are quite healthy. He confirmed that he attended the AGM last year. Action Jane.

### 3 Membership

At this time we have 99 paid up members. 94 full, 4 associate and 1 honorary. 10 of the members are new members. Capitation will be paid on last years membership of 150. Wendy estimates that we should receive about £300 in Gift Aid which will go into the current account not the social account. Leslye has proposed that next year's fees rise to £25. The Committee felt this was a 25 percent rise and too much, the Committee agreed on a more nominal figure of £22. Proposed, Barbara Baglee, seconded by Barry Callieu. Agreed unanimously. Wendy showed the group an emergency contact card. It will be given to all members who will be asked to fill it in and carry it with them.

### 4 Constitution

James explained the advice given by National U3a. There are some phrases and clauses that need to be there. However the clause regarding undesirable members should be taken out of the Constitution and placed in the disciplinary procedure. This was agreed. A strongly recommended clause was that length of service should be a maximum of 9 years. There was much discussion on this. One argument being that as a small organisation it is hard to recruit for the Committee. This was countered by the argument that we could be seen as a closed shop by members. Wendy was given reassurance that we could ask a Committee member to serve an extra year if needed. It was agreed to accept the recommended clause. Barry proposed and Barbara

seconded to accept the proposal, the vote was unanimous with the provision that we could change it if the need arose. The amended Constitution will be put to the membership vote at the AGM

#### 5 Business Secretary

Each Committee member has been asked to write a description of their role. There will be an induction period for new committee members. James has written an information sheet for this purpose. The Committee accepts that some may not read it but we have fulfilled our role in providing it. The next policies for review will be the Disciplinary Policy and the Code of Conduct. It was agreed that Wendy should keep the signed policies once James has scanned them. ACTION, Committee members.

#### 6 AGM

James read out the agenda that Leslye has prepared for the AGM. It was agreed that the AGM is purely a business meeting and that refreshments and entertainment came afterwards. It was agreed that the inclusion of discussion groups could be too much. Mary Morris will be asked to officiate for the election of officers. The Chair will then officiate for the election of Committee Members.

#### 7 Website

John reported that he is making progress with the training and that once up and running the new website will be much easier to use. He has not had any contact with Paul Webb who has offered to help with the website. There is a meeting of The Roundabout Newsletter on 15<sup>th</sup> April. John and Ann will attend. Jane and Maria will attend a meeting of Ollerton Together on May 4<sup>th</sup>.

#### 8 Groups

Jane reported that most group leaders don't answer her emails. However she will give them all forms to fill in to promote their groups.

#### 9 Charitable Giving

The March collection was £130. This brings the total to £5528.45.

Pam needs help loading and unloading boxes.

#### 10 Social Prescribing

Nothing further to report. Carried forward to the next meeting. Action, Barbara

#### 11 Health and Safety

Chris is still investigating exactly what a Health and Safety Officer should do. He did state that the council should provide 1<sup>st</sup> Aid boxes on their premises. In case of emergency cards will be given out at the members meeting.

#### 12 Newsletter.

As there are extra documents this month it means a lot of printing for people without email. ACTION James.

#### 13 Events

Leslye had asked if we could subsidise the cost of coaches to York in place of the Summer Indoor Garden Party. After some discussion it was determined that we need costings before making a decision. ACTION Events group.

Meeting closed at 3pm.

Date of next meeting. Monday 13<sup>th</sup> May. 2024