

Minutes of the 223rd Settle and District u3a Committee Meeting held via teleconferencing on Friday 1st October 2021

Present: Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Barbara Herring (BH), Jeanne Hine (JH), Les Chandler (LC)

Jonathan Kerr (JK) - Age UK North Craven

Introduction

Jonathan Kerr explained that Age UK North Craven is keen to work with Settle District u3a, complementing rather than replicating u3a activities by for instance:

- supplementing u3a groups which are over-subscribed, and
- promoting the u3a through the Age UK's social media, website and newsletter.

Action: JH to discuss with JK how the two organisations could work together.

1. Apologies for Absence : Sarah Lister(SL) and Trevor Brown (TB). LC explained that TB had tendered his resignation as a trustee for personal reasons.

2. Minutes of the last meeting

The minutes of the meeting held on 3 September 2021 were agreed and will be signed in due course.

3. Matters Arising

a) Click and Save - Settle District u3a is now signed up but will need a volunteer to administer the scheme. It is also clear that some u3a members might be uncomfortable with how the scheme is funded.

Action: BH to investigate the scheme further and recommend whether Settle District u3a should commit to it.

b) Christmas Social - Victoria Hall has been booked for 9 am to 1 pm on 8 December at a cost of £100. To date five groups have signed up to provide a performance.

c) HSBC dual authorisation - no further progress.

Action: BH to contact Barclays to understand what they can offer in terms of service and cost.

4. Reports

a) Chair

- Settle District u3a members have been invited to attend 'Settle Cobra Meetings'.

Action: IG to send the Zoom link for the next Settle Cobra Meeting to members, making it clear that if they attend it will be as individuals not as representatives of Settle District u3a.

b) Secretary

- The link to the Settle District u3a website on the YAHR website has been updated.

c) Treasurer

- The bank reconciliation was noted. The balances to date are:

HSBC £8,825.89

Skipton BS £5,782.66

- It would appear that some groups which have restarted may not be collecting members' 50p's.

Action: BH to produce a summary of the 50p's being collected.

- The Painting Group has asked for permission to spend £8 in addition to its usual accommodation costs as a one-off to accommodate a life-drawing class.

Action: BH to advise the Group Leader of the Committee's approval.

d) Group Co-ordinator

- The Timetable and the 'About Settle', Committee Members, and Archived Newsletters pages on the website have been updated, along with the Group Leader Guidelines. The Grievance Procedure has also been uploaded.
- The large hall at St John's Church has been booked in principle for the monthly meetings from January to November 2022.

Action: JH to check the price of the large hall for the period from 1 January 2022 so the booking can be confirmed.

e) Membership Secretary

- The current membership is 378 including 72 new members from 1 July 2020, 43 of whom have joined since 1 July this year. 66 members will be lapsed.

f) National u3a

- The u3a Trust regularly sends out correspondence requesting that it be sent to all u3a members, irrespective of its relevance to individuals.

Action: IG to decide on a case by case basis whether correspondence from the u3a Trust should be forwarded to all members or just relevant individuals.

g) YAHR

- All u3a trustees in the Yorkshire and Humberside Region have been invited to attend a Diversity and Inclusion Workshop.

Action: IG and LC to attend. IG to forward details to CB.

h) WestNet

- Nothing to report.

5. Newsletter

The October 2021 Newsletter was approved and SL was thanked for her efforts in producing it.

Action: IG to collect the hard-copy Newsletters from the printers and arrange delivery.

6. Monthly Meeting

Arrangements are in place for the October monthly meeting, but the speaker for the November meeting has been forced to cancel.

Action: LC to cover if CB is unable to find a replacement speaker.

Entry fees will be payable for the meetings from October 2021 to July 2022.

Action: IG to ask Keith Bradshaw if he would be prepared to collect the entry fees at monthly meetings.

7. Publicity

A member has volunteered to advertise u3a monthly meetings on the A-board outside Victoria Hall.

Action: A decision on whether to produce posters for monthly meetings to be taken at the committee's next meeting.

8. Website

Currently a resumé of the minutes of committee meetings is uploaded to the website but this creates work for the trustees and provides members with limited information.

Action: LC to upload to the website the full minutes of committee meetings, omitting where appropriate the names of individuals other than committee members.

9. Christmas Social

The Christmas Social will be held at Victoria Hall on 8 December.

Action:

- **JH to e-mail Group Leaders to see which group wants to perform in the show.**
- **IG - with assistance from BH and LC where appropriate - to agree the programme with Group Leaders and the committee and produce stage directions.**

- ***IG to recruit a stage manager (Keith Waterson?) and with BH, LC, and the Stage Manager produce stage directions for the finalised programme in liaison with Group Leaders.***
- ***BH to liaise with Victoria Hall to ensure the room is laid out as required and in accordance with the programme and the stage directions.***
- ***IG to recruit a stage curtain operator (Keith Bradshaw?)***
- ***LC to produce introductions for each 'Act' and any PowerPoint presentations required eg the words for Signing for Pleasure songs and four carols if required.***
- ***CC to produce a scrolling montage of photographs, based on the Covid Exhibition, to be shown from 9 am until the start of the show.***
- ***IG to produce a printed Christmas Quiz for attendees to do before the show.***
- ***LC to make table reservation signs for the groups performing in the show, as required.***
- ***CB and BH to buy the food and drinks required and, in liaison with Jan Boulding, to recruit volunteers to serve drinks before the start of the show and food and drinks in the interval.***
- ***CB and BH to arrange table decorations.***
- ***CB to arrange a suitable prize for the Christmas Quiz and secure the glasses required for mulled wine, in liaison with Anne Webster.***

10. Settle District u3a - 20th Anniversary 2022

To mark the 20th Anniversary a Founding Members' social event will be held - free to members nos. 1 to 50 - and the Newsletter will run a series of features on founding members.

Action: To facilitate planned activities to mark the 20th Anniversary JH to set up a Founding Members Group - nos. 1 to 50 - with SL as Group Leader.

11. Travel rates for passengers

There is some confusion about the rate at which car-sharing passengers should contribute towards travel costs.

Action: JH to notify Group Leaders that the advisory rate for travel costs is £2 per hour for the total journey time, there and back, pro rata'd for part hours.

12. u3a Health Check

The u3a Trust monitors the health of u3a's against 10 criteria relating to membership numbers, financial performance, administration, communication with members, and the number of interest groups. In the latest assessment Settle District u3a scores 10/10.

13. Aide Memoire

- Groups restarting - achieved.
- Christmas 'Do' - arrangements in hand.
- Annual Return to Charity Commission - **Action: BH.**
- New Members' Meeting - to be combined with the November monthly meeting.

14. Any Other Business

None.

15. Date and Time of Next meeting

Friday 5th November 2021 at 1 pm.

Signed: Ian Gray (Chair)

Date: