

## **Minutes of the 230<sup>th</sup> Settle District u3a Committee Meeting held on Friday 6th May 2022**

**Present:** Chris Barnes (CB), Chris Chandler (CC), Ian Gray (IG), Jeanne Hine (JH) and Les Chandler (LC).

**1. Apologies for Absence:** Barbara Herring (BH) and Sarah Lister (SL).

### **2. Minutes of the last meeting**

The minutes of the meeting held on 8 April 2022 were agreed and signed.

### **3. Matters Arising**

- a) Disposal of old laptop: the old laptop has been donated to a charity in Bradford [*Solidaritech*] which refurbishes laptops and provides them to Ukrainian and other refugees who have been forced to abandon their own equipment when fleeing their country.
- b) 20<sup>th</sup> Anniversary: the celebratory cake has been ordered.
- c) Member recruitment - the postcode analysis to identify areas where Settle District u3a is under-represented is ongoing.
- d) 20<sup>th</sup> Anniversary: a meeting has been arranged for members to agree the arrangements for planning the 20<sup>th</sup> Anniversary Party in September 2022 and to gauge interest in staging a workshop to create u3a-themed flower pot displays for the Settle Flower Pot Festival in 2022.
- e) Queen's Jubilee: the u3a has booked a stand at the 'Jubilee Showcase' event being staged at St John's Church Hall on 28 May 2022 and a stall on Victoria Hall's 'Jubilee Market' on 2 June.
- f) Group Leaders 'Thank You' Meeting: this is scheduled for 6 May 2022.

### **4. Reports**

- a) Chair
  - Nothing to report.
- b) Secretary
  - Nothing to report.
- c) Treasurer
  - The bank reconciliation was noted. The balances to date are:

HSBC	£8,138.93
Skipton BS	£5,785.35
  - Group meetings: the income from group meetings currently stands at £3,321.
  - Forecast for receipts and payments for the year to 30 June 2022: the 'capitation fee' and the annual charge for the Beacon system have now been paid. A

forecast surplus of approximately £1,000 is anticipated and because expenditure on rents in the year will be much lower than expected it was agreed that the increases in the membership subscription and the group attendance charge, approved on a contingency basis at the 2021 Annual General Meeting (AGM), should be deferred for the time being.

- NatWest Community Bank Account: an application for the account has been submitted.
- Accounts audit: it seems appropriate to provide a gift, such as a bottle of wine, to the volunteer financial examiner who works hard to ensure the accounts meet the required standards. HMRC's guidance for charities allows for such a gift provided the cost is reasonable in relation to an organisation's total income.

***Action: BH to purchase an appropriate gift - such as a bottle of wine - for the volunteer financial examiner, up to a value of £45.00.***

d) Group Co-ordinator

- Science Group - the group could be re-started in 2022-23.
- Ballroom Dancing Group - the group has been suspended until September 2022.

e) Membership Secretary

- Eight new members have joined in the last month bringing the current membership to 411, almost back to pre-pandemic levels.

f) National u3a

- The Third Age Trust's AGM has been set for 6 October 2022.

g) YAHR

- 'Running Your u3a': the recent workshop had highlighted, amongst other things, the importance of keeping attendance records for insurance purposes and of complying with data protection legislation by revealing members' contact details, such as e-mail addresses, only with permission. The workshop also emphasised the importance of 'greeters' at monthly meetings to welcome new attendees. It was noted that at present: no attendance record is kept for Settle District u3a monthly meetings; that the system in place to welcome new attendees at monthly meetings could be improved if they could be readily identified by greeters; and that some group leaders do not send e-mails via Beacon.

***Action:***

- ***CC to provide a register of Settle District u3a members for use at monthly meetings.***
- ***CB to source stickers to enable new attendees at monthly meetings to be identified by 'greeters'.***
- ***IG to remind Group Leaders at the Group Leaders 'Thank You' Meeting of the need to send non-Beacon e-mails as 'blind copies'.***
- The YAHR AGM and Regional Workshop has been set for 18 May 2022.

***Action: LC will attend the YAHR AGM and Regional Workshop on 18 May 2022 on behalf of Settle District u3a.***

h) WestNet

- Annual Quiz: WestNet u3as have been asked to identify suitable dates in the near future for the quiz deferred from before the pandemic.

***Action: IG to suggest to WestNet Chair, Mick Richings, that a Tuesday evening in June would be appropriate for the annual WestNet Quiz.***

**5. Newsletter**

The May 2022 Newsletter was approved.

***Action: IG to advise SL that the May Newsletter can be printed.***

**6. Monthly Meeting**

Given the reluctance of some members to attend meetings in person it was agreed that monthly meetings should continue to be Zoomed as well.

***Action: IG to schedule the Zoom for the May monthly meeting and send out the link to members.***

The April monthly meeting highlighted the need for a microphone to ensure the presenter can be heard at the back of the Hall and it was noted that the amplification system in the Hall might resolve the problem.

***Action: IG to contact the Minister at St John's, Tim Broughton, to ask if he will be available before the May monthly meeting to discuss the possibility of providing additional amplification for the presenter in the Hall.***

The 2022-23 Speaker Programme was approved.

**7. Publicity**

The poster for May and June 2022 has been uploaded to the u3a website and Facebook groups.

**8. Coronavirus Pandemic**

Settle District u3a continues to follow government guidance to prevent the spread of coronavirus.

**9. 20<sup>th</sup> Anniversary**

The meeting arranged for 10 May 2022 should enable plans for the 20th Anniversary Party in September 2022, as well as for the Queen's Jubilee events, to be finalised. The meeting should also provide the opportunity to gauge interest in staging a workshop to create u3a-themed flower pot displays for the Settle Flower Pot Festival in 2022.

**10. 'Renewable Energy for Settle'**

*Action on Climate Emergency* has invited the u3a to a workshop on 21 May 2022 focusing on helping people to reduce the area's carbon footprint and cope with the

rising cost of fuel.

**Action: IG to forward to members the invitation to Action on Climate Emergency's workshop on 21 May 2022 .**

## **11. Aide Memoire**

- *Third Age Matters* magazine: the latest invoice has been paid.
- 2022-23 committee: it was noted that the Membership Secretary will be retiring at the AGM and the committee still has no Vice-Chair.

**Action: CC to invite applications from members for the post of Membership Secretary.**

**Action: IG to invite, in due course, applications from members for the post of Vice-Chair.**

- Group Leaders 'Thank You' meeting: scheduled to follow the committee meeting.
- Christmas meeting: arrangements for this year's Christmas Meeting can be discussed at the committee's next meeting.

**Action: LC to include arrangements for the Christmas Meeting on the agenda for the committee's next meeting.**

- AGM agenda: now that the AGM has been moved back to November the start of preparations for the meeting have been deferred to July 2022.

## **12. Any Other Business**

Projection screen: St John's Church Hall has yet to decide on whether to install a projection screen and the Friends' Meeting House has made alternative arrangements. The Catholic Church Hall, however, has agreed to house a screen - sharing the cost of the equipment - provided the u3a pays for its installation.

**Action: LC to investigate options and costs for installing at the Catholic Church Hall the projection screen currently in storage.**

## **13. Date and Time of Next meeting**

The committee's next meeting will be held via video conferencing on Friday 8<sup>th</sup> July 2022 at 1 pm.

Signed: ..... Ian Gray (Chair)

Date: .....