

**Minutes of the 245th Settle District u3a Committee Meeting held
on Friday 8th September 2023**

Present: Colin Ashwell (CA), Chris Barnes (CB), Ian Gray (IG), Barbara Herring (BH), Mary Leahy (ML); Sarah Lister (SL); and Les Chandler (LC2).

1. Apologies for Absence: Sue Ashwell (SA), Lis Cribb (LC1), Jeanne Hine (JH), Robert Jackson (RJ); and Kathy Parker (KP).

2. Minutes of the last meeting

The minutes of the meeting held on 4 August 2023 were agreed and signed.

3. Matters Arising

- a) Final accounts - an appropriate gift for the volunteer financial examiner will be purchased in due course.
- b) Beacon - all u3a members have been contacted to see if there is any interest in a session on Beacon in particular and information technology in general.
- c) WestNet - all Settle District u3a members have been advised that they can now join Craven and Harrogate u3as only as Associate Members.
- d) Monthly Meeting - see item 6.
- e) Newsletter - see item 5.
- f) Policies and procedures - the advertising policy has been updated and submitted for review.
- g) Christmas Social - Victoria Hall has been booked for the Christmas Social on 14 December.
- h) U3A Day - Settle Cricket Club has been booked for the 'u3a Sports Day' on 25 September, the Third Age Trust has been informed, a poster has been produced, and u3a members have been advised.
- i) Zoom account - Settle Community Hub has agreed to meet the cost of Settle District u3a's Zoom account seeking reimbursement as appropriate.

4. Reports

- a) Chair:
Nothing to report.
- b) Secretary
Nothing to report.
- c) Treasurer

The budget for 2023-24, produced in response to advice from the Third Age Trust, was approved. It was also agreed that, although the Trust no longer recommends it, reserves should be maintained at a level equivalent to six months' expenditure.

The bank reconciliation was noted. The balances to 31 August 2023 are:

	£
Current account	8,361.90
Skipton BS	5,877.32
Cash	10.00
Unbanked receipts	37.89
Total	<u>14,287.11</u>

d) Group Coordinator

Armchair members - a new Zoom-based group has been proposed for members who find it difficult or inconvenient to attend u3a meetings in person.

Badminton - the group has a new Group Leader following the retirement of the incumbent.

Crafts - there are now two groups, each meeting once each month.

Film Appreciation - after difficulties with both of the venues the group has tried the Group Leader has decided to run the group from home.

Action: IG to contact the Group Leader to see if the committee can help to find a suitable venue for the Film Appreciation Group.

Walking Netball - the feasibility is being investigated of starting a new group based either at Giggleswick School or Settle College, at a cost of £40 per hour plus start-up costs for bibs and a ball.

Ukulele - the whiteboard required by the group has been returned to the Friends' Meeting House.

It was noted that all Group Leaders have been sent links to the relevant group management guidelines and offered one-to-one coaching.

e) Membership Secretary

Membership currently stands at 357 - including 54 new members since April 2023 - but the renewals process is ongoing. A final reminder to existing members who have not renewed will be issued in mid-September.

It was noted that a large number of membership cards have not yet been collected but agreed that reasonable efforts should still be made to distribute them - either via group leaders or collection at the monthly meeting - because many members value them and they represent an auditable receipt for the annual membership fee payment.

f) Third Age Trust

Nothing to report.

g) YAHR

Nothing to report.

h) WestNet

The annual WestNet Quiz proved to be a great success, with 70 participants from all three WestNet u3as plus members from Craven u3a.

The next WestNet 'committee' meeting is scheduled for 2pm on 12th September at the Friends' Meeting House in Settle. IG will attend as Settle District u3a's representative.

5. Newsletter

The September 2023 edition of the Newsletter was approved. It was agreed that, although the u3a Open Day is mentioned in the editorial, a full-page advertisement for the event should be included in the Newsletter.

It was also agreed that the cost of printing the Newsletter for those members without access to email is both worthwhile and affordable - as is the cost of postage where required, including for members in Tosside.

6. Monthly Meeting

The programme of speakers for 2024-25 was approved.

It was noted that the speakers for the talks in February and June 2025 offer a choice of subjects.

Action: All to advise CB of the most appropriate subject for the talks in February and June 2025.

7. Publicity

Posters for the September Monthly Meeting and the Open Day on 25 September are ready for distribution. The events will also be advertised on social media.

It was noted that Craven u3a advertises its monthly meeting in the *Craven Herald* and agreed that, although St John's Church Hall would struggle to accommodate many more attendees, advertising the meeting more widely might attract new members.

Action: ML to contact the Craven Herald to place an advertisement, and an addition to the local listing, for the monthly meeting in January 2024.

Townhead Surgery has indicated that it will not be possible for the u3a to advertise on its in-house display screen but might be able to accommodate the display boards, provided they are made more stable.

Action: ML to confirm with Townhead Surgery that the u3a display boards can be returned to the reception area, and CA and LC2 to investigate ways of making the display more stable.

8. New Member Feedback and Questions

In considering the recommendations of the Membership Sub-group Meeting on 18 July 2023 it was agreed that:

- members with an interest or experience should be invited to join a sub-group to develop the u3a's marketing and publicity
- the house-keeping of groups should be improved and the Membership Sub-group should investigate practical measures for ensuring consistency in how members sign-up for groups, and ensuring registers and waiting lists are kept up to date

- Group Leaders should be provided with registers of group membership from the information on Beacon
- the annual Group Leaders' meeting should be used to reinforce the Group Leaders' guidelines and any other key issues
- individual committee members should telephone new u3a members for 2023-24 to ask how easy they found joining groups
- 'About Settle District u3a' leaflets should be provided to all Group Leaders to give to their members

Action:

- ***IG to include in the October edition of the Newsletter an invitation to members with an interest or experience to join a sub-group to develop the u3a's marketing and publicity***
- ***the Membership Sub-group should investigate practical measures for ensuring consistency in how members sign-up for groups and ensuring registers and waiting lists are kept up to date***
- ***JH to provide Group Leaders, where appropriate, with group membership lists from Beacon***
- ***KP to provide a list of new members for 2023-24 to facilitate a telephone survey of how easy they found joining groups***

It was also noted that, following feedback from the Membership Secretary and at this year's Sign-Up Day, proposals for a system of joining the u3a online are being developed by the Membership Secretary and the Webmaster. These will be submitted to the committee in due course.

9. 'Laptops for Charities'

Having recently established that there are no members in need of a laptop it was agreed to decline an offer of laptops at a discounted price.

10. Craven District of Sanctuary

It was agreed that, while the u3a shares many of the values of the District of Sanctuary, it lacks the resources to contribute to the project effectively.

Action: IG to advise the Craven District of Sanctuary that, while the u3a shares many of the values of the District of Sanctuary, it lacks the resources to contribute to the project effectively.

11. Christmas Social

The Christmas Social will be held at Victoria Hall on 14 December 2023.

Action:

- ***IG to e-mail Group Leaders to see which group wants to perform in the show.***
- ***IG - with assistance from RJ where appropriate - to draft a programme for the show and agree it with Group Leaders and the committee.***

- *IG, RJ, stage manager CA, and assistant stage manager LC2 to produce stage directions for the finalised programme in liaison with Group Leaders.*
- *BH, CA and LC 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.*
- *RJ, with assistance from IG, to produce introductions for each 'Act' and LC to produce any PowerPoint presentations required, for example the words for the four carols.*
- *LC to produce a scrolling montage of photographs to be shown from 9 am until the start of the show.*
- *IG to liaise with a volunteer re the production of 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, ML and BH to purchase the food and drink required and recruit volunteers to serve drinks before the start of the show and food and drinks in the interval.*
- *CB, ML and BH to arrange table decorations.*
- *CB, ML and BH to purchase a suitable gift for key venue staff and a prize for the Christmas Quiz.*

12. Autumn New Members' Meeting

It was agreed that, in line with the recommendation of the Membership Sub-group, the Autumn New Members' Meeting should be held as a social evening in the latter half of October 2023, possibly at Settle Social Club.

Action: LC to investigate whether Settle Social Club is available for the New Members' Social Evening in October 2023.

13. Safeguarding

It was agreed that, in line with NSPCC advice, Settle District u3a should appoint someone senior to manage allegations of abuse against members. It was also agreed that the Chair is the most appropriate senior officer to deliver the role.

14. Any Other Business

Health and safety - two minor incidents, involving a member falling at two separate meetings of the Garden Visiting Group, were noted. It was agreed that no further action is required given the nature of the incidents.

Accounts and equipment storage - it was noted that although the storage facilities at Victoria Hall are much appreciated they continue to provide issues for group managers using u3a equipment because of the unpredictability of the Hall's opening times. It was agreed that a venue such as Limestone View, which is open for most of the day, would be more appropriate.

Action: IG to liaise with the management team at Limestone View to see if they would be willing to accommodate the u3a's two locked storage cabinets.

Request for past-member assistance - it was agreed that, in the absence of the relevant expertise, the u3a is unable to provide the support required by a past member. However, it was noted that The Place in Settle or the Settle Community Hub, which specialise in the kind of support required, may be able to help.

Action: LC to ascertain whether it would be appropriate to refer a request for past-member assistance to Settle Community Hub or The Place in Settle.

15. Date, Time and Venue of Next meeting

The committee's next meeting will be held at 1pm on Monday 16 October 2023 **via video conferencing only.**

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

Date: