

**Minutes of the 237th Settle District u3a Committee Meeting held
on Friday 6th January 2023**

Present: Chris Barnes (CB), Ian Gray (IG), Sarah Lister (SL), David Uren (DU) and Les Chandler (LC).

1. Apologies for Absence: Colin Ashwell (CA), Sue Ashwell (SA), Barbara Herring (BH), Jeanne Hine (JH), Mary Leahy (ML), and Kathy Parker (KP).

2. Minutes of the last meeting

The minutes of the meeting held on 2 December 2022 were agreed and signed.

3. Matters Arising

- a) Emergency contact details - KP is investigating whether it is possible to include 'Emergency Contact' details on the Membership Application Form, and redrafting if required.
- b) Card-reader - BH is obtaining detailed costings for the purchase and operation of a card-reader and assessing whether it would be cost-effective for Settle District u3a.
- c) Sign-up Day - KP is assessing the suggestions which have been put forward for possible alternative approaches to renewals at the annual 'Sign-up Day'.
- d) Newsletter distribution - ML is primed to supervise the distribution of hard-copy Newsletters but because she is currently incapacitated LC and the former Membership Secretary will arrange distribution of the January Newsletter.
- e) New members - KP is finalising the Frequently Asked Questions document to incorporate the additions and amendments which have been suggested.
- f) Group Leaders' Meeting:
 - the 2023 meeting has been arranged for 3.00 pm on 14 April at The Place in Settle, to follow the April committee meeting which has been rearranged for that date.
 - a decision whether to invite a First Aid expert to the meeting will be made following a first aid session arranged by a u3a member for a sample of Group Leaders.
- g) Spring New Members' Meeting - because The Place is not available the meeting cannot be held following the committee meeting on 3 March 2023.

Action: LC to notify The Place that the u3a's booking for 3 March 2023 needs to be put back to 10 March and extended for the Spring New Members' Meeting.

4. Reports

- a) Chair:
 - Settle COBRA - Settle Community Hub has asked community organisations like the u3a for urgent cash contributions to a fund to counter rural poverty and

deprivation and support families in the district who are struggling with the current economic situation.

Action: IG to liaise with The Hub to ascertain the extent of the problem and the amount of cash required and - armed with that information - to e-mail committee members for a decision on whether Settle u3a should contribute up to £100 to the Hub's 'rural poverty fund'.

- Social Prescribing - local surgeries have yet to respond to Settle District u3a's offer to provide membership to patients who might benefit.

Action: IG to contact local surgeries to reiterate Settle District u3a's offer to provide membership to patients who might benefit.

b) Secretary

Nothing to report.

c) Treasurer

The comprehensive insurance cover provided to Settle District u3a by the Third Age Trust has been renewed up to 31 December 2023.

Action: IG to circulate to committee members the current cover note for the insurance provided to Settle District u3a by the Third Age Trust.

d) Group Co-ordinator

Circle Dancing has yet to restart, but Ballroom Dancing should resume soon.

Although, in August 2022, more than twenty people signed up for the new Classical Music Appreciation Group the venture seems to have failed. Just three people attended the September meeting and only one person has attended the last two monthly meetings.

e) Membership Secretary

The Membership Secretary is away and will report the membership data for December and January at the committee's meeting in February 2023.

f) Third Age Trust

The annual charge for the Trust's *Third Age Matters* magazine has been increased from £3.35 to £3.60 per member, representing an increase to Settle District u3a of approximately £70 for the coming year.

g) YAHR

The 2023 Summer School has been booked for 31 July to 3 August at the Hawkhill, Easingwold, YO61 3EG.

h) WestNet

The next meeting has been scheduled for 17 January 2023.

5. Newsletter

The January 2023 Newsletter was approved but it was noted that the Art Appreciation group's report includes a reference to a web page which is not part of the Settle District

u3a web site. This could create GDPR issues for the u3a and expose individual members to cyber risk.

Action: LC to liaise with the Webmaster to see whether a pdf of the Art Appreciation Group's unofficial web page could be placed on the group's page on Settle District u3a's website to enable that page to be referenced in the Newsletter rather than the unofficial web page.

6. Monthly Meeting

Arrangements are in hand for the January 2023 meeting, which will also be available via teleconferencing.

It was agreed that for accessibility reasons monthly meetings should continue to be available via teleconferencing for the foreseeable future.

It was noted that the monthly meeting in April 2023 will be available only via teleconferencing because the speaker is unable to travel to Settle. However, the talk will be screened at St John's Church Hall as usual.

It was noted that the availability of scheduled speakers cannot be taken for granted and that, to avoid cancellations, back-up arrangements are required. SL and LC are available to step in at the eleventh hour if required but for added security it was agreed that a pre-prepared talk should be purchased as additional cover.

Action: CB to purchase a suitable pre-prepared talk, at a cost of up to £60, as a fall-back in the event of a live speaker not being available for a scheduled monthly meeting.

7. Publicity

It was noted that posters will be required for upcoming u3a events.

Action: IG to confirm with the Publicity Officer that posters are available for upcoming u3a events.

8. Coronavirus

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

9. Advertising and Promotion

No requests for the promotion of non-u3a events have been received in month.

10. Group Leaders' Meeting

Given that Group Leaders sometimes receive requests to allow free entry to group meetings for individual members it was agreed that this topic should be included on the agenda for the Group Leaders' Meeting in April 2023.

To confirm the first aid requirements for group meetings it was agreed that this subject should also be included on the agenda for the Group Leaders' Meeting. A decision on

whether to include defibrillator training can be made following the first aid session arranged by a u3a member for a sample of Group Leaders [item 3f)].

11. Aide Memoire

- 'New Member' questionnaire - KP is checking that the questionnaire is up to date.
- u3a Day - it was agreed that Settle District u3a should arrange an event(s) to mark u3a Day on the first Wednesday of June 2023.
- Annual review of IT equipment - it was agreed that the condition of Settle District u3a's IT equipment should be checked to identify any replacements, disposals and acquisitions required.

Action: LC to liaise with the Beacon Coordinator to check Settle District u3a's IT equipment to identify any replacements, disposals and acquisitions required.

- New committee members - a social/induction evening for new committee members had been held before Christmas 2022.

12. Any Other Business

None.

13. Date, Time and Venue of Next meeting

The committee's next meeting will be held at 1 pm on Friday 3rd February 2023 at The Place in Settle and via video conferencing.

Signed: Ian Gray (Chair)

Date: