

Hucknall & District u3a Committee Meeting Wednesday 5th June 2024

Present: Bob McEwen (Chair), Liz Attenborough, Christine Eagle, Melvyn Francis, Lynda Smeathers, Sue Tedstone, Greg Umney, John Pretty, Kevin Varey

1. **Apologies.** Gary and Tina Holmes
2. **Minutes** from previous meeting were approved & signed.
3. **Matters arising from minutes.** The question of Speaker Insurance and tax ongoing, CE and GH to review.
4. **Chair** Minutes Secretary position still open. Sue Jackson has made an expression of interest. To discuss role with TH
5. **Business Secretary.** The Charity Commission update completed. Risk assessment forms on Beacon, possible update required. Kevin Varey to look into. Risk assessment forms to be kept by Group Leaders This to be discussed at Group Leaders meeting with Kevin Varey to clarify the legal requirements
6. **Speaker Secretary.** June Speaker is Andrew Lound & his talk is "The Sky is no longer the Limit" His requirements are Projector, Screen & Microphone. July Speaker is Bert Flitcroft on the subject of Contemporary Poetry. It is to be noted that the May Speaker on Charities did not charge a fee.
7. **Social Subcommittee.** MF reported tickets for the Games Night are at 42 sold with a ceiling of 80. The running of the night as been finalised with a break for food.
8. **Webmaster.** TH has requested working party members to find two websites of other u3a to see how they work. LS has asked for help with website management/creation and JP has offered to help. Further meeting to be arranged. Action LS to convene working party meeting
9. **Interest Groups Coordinator.** Leaders Group Meeting is set for the 1st July 2024 upstairs at the JGC with an agenda in place for various discussions with a 10.00am start with registration. Help was requested with registration and teas and this was agreed. Fifty one Group Leaders, each with one helper have been invited to attend. Feedback on the Easier Walking Group was discussed with details given by Liz Attenborough. There will be 3 groups with Group Leaders, Greg & Angela Group A, Christine Eagle Group B and Phil & Liz Attenborough Group C walking on the 4th Thursday of the month at different venues. Final details

given this week to leaders. The Drama Group will now give a presentation at January's meeting and will be using microphones. The Seated Exercise Group will now be known as the Chair Exercise Group. The Canasta Group have left Tesco and are now meeting at the Station Hotel.

10. **Treasurer.** Nothing to add to report submitted

11. **Equipment Manager.** Detailed list of u3a equipment provided and where it is located and how often it is used. MF is looking after the June meeting regarding equipment with the help of David Rose. Cable protectors have been purchased and the seating arrangement can remain the same with the projector only going back slightly.

12. **Vice Chair.** Role Descriptions for future committee members to be drawn up in the near future, to support succession planning. What does each committee role entail? Action BM to start process with GU & MF

13. **Short Courses and Events Organiser.** Contacted by a James Hastings regarding a 15-20 mins talk on the NHS app. This can be held before the speaker. Further details to follow. The Rotary Event on the market in September discussed and an Ashfield Stand has been ordered. What to promote discussed, carried over for future meeting. MF to obtain more details of possible speaker on Lip Reading.

14. **Membership Secretary.** Membership to date is 486 comprising of. Full Members. 453. Associate Members 15. Affiliated Members 18. The attendance for the May meeting was 142 with 13 leaving early. Newsletter, 80 printed there were 7 left. Propose we leave the printing the same. Agreed.

15. **Beacon Administration.** Some problems with emails diverted suggesting a Group Leader training session (@Group Leaders Meeting?). There are some restrictions when replying on Beacon, some of which JP can solve some of which he cannot. Group Leaders/members need to communicate problems to JP JP expressed concerns that he believes our practices using Beacon do not comply with the current GDPR regulations e.g. many more names on Beacon ~700, than there are current members – a need for the data to be "cleansed". Review of policies overall needs to be done. Action JP to determine what action needs to be taken & by whom

16. **AOB** BM brought the committee's attention to the John Godber Centre's request for material for inclusion in their Lets Promote campaign. JP raised concerns about the data on Beacon not going into the right category so emails are not sent to the wrong people. Action JP, GU & KV to look into this. The next meeting is on Wednesday 3rd July 2024 at 10.00am