Tetbury u3a Committee Meeting
10am Thursday 7th November 2024
Upton Mills

Draft Minutes

1. **Apologies:** Maggie Roberts
   Present: Julia Walter, Caroline Hose, Alan Harris, Martin Doidge, Maggie Smith, David Smith, Caroline Hose, Bernadette Bell, Anne Cox

2. Minutes of Meeting held on 9th October
Apart from amending a date the minutes were approved.

3. Matters Arising The Action points were reviewed and all had been completed.

4. AGM updates
Powerpoint presentation: was approved apart from a date which would be changed.
Action Point Martin would provide backdrop photos and complete the presentation slides.
Accounts: Julian Upton had completed the accounts audit and had agreed to be our auditor in the next financial year.
Action Point Martin would correct a wrong date on the Account Slide for the Treasurers Report.
We needed to confirm who was being nominated for each officer post. Confirmed were: Chair-Bernadette; Vice Chair- Alan; Treasurer- Martin; Secretary -Maggie Chodak. Maggie was being nominated for Minutes Secretary and other duties previously held by the Business Secretary could be handled among the committee. David, Caroline, Julie and Maggie Smith were standing as ordinary members. No questions had been received for the AGM so far.

5. Evacuation Goods Shed
This exercise, held at our November monthly meeting and overseen by Goods Shed volunteers had gone off well. It was decided that although Goods Shed personnel would be in charge of any future evacuation, whatever they decided was adequate, we would keep the element of registration after evacuation as we had a duty to ensure all our members were safe and try to contact any who had not registered. The Goods Shed ask for two of our members to be fire stewards to direct people to the evacuation doors.
Action Point Anne would arrange before each meeting, the 2 fire stewards and recorder of evacuees and ensure someone was present to get into Beacon for member contact details.
Action Point Martin will update our risk assessment

6. Christmas Meal
Maggie S has visited the Holford Arms and viewed the room. 64 people had signed up so far with perhaps more to come. They planned tables of 8 and will decorate. They had decided against crackers. There would be £192 over after the bill was paid. It was decided that £20 of this would be used to provide After Eight mints for the tables and the rest given as a tip. Maggie S was putting people who needed transport to the venue in touch with others offering lifts.

Action Point Maggie S will find out from the venue how they want to handle the tip funds.

7. u3a E Mail Contacts:
Two issues were discussed:
-To avoid using our personal e mail address to reply to e mails that come to our generic address, we can set up an e mail address just for u3a business.
-Beacon does not allow for *reply to all.* Anne had inadvertently chosen a wrong recipient for an e mail to committee. To avoid this, it is possible to set up a group address in our Contacts

8. Cotswold Link update -It was agreed we would have a feature on our Cotswold Link membership in the next newsletter
Action Point Caroline to do this

9. Equality Diverstity and Inclusion
Anne had attended the u3a South West presentation on this, gave a summary of the issues an asked that we consider them more fully at our next committee meeting. Notes on this are added below as an appendix to the minutes.

10. Udates from Committee members
Chair: Bernadette had received two queries from group leaders:
-one, on the reasons behind asking group leaders to find volunteers for the refreshments rota at monthly meetings. Anne had put a reply together and the wording was accepted by the meeting.
- a group leader had asked for advice on what to do if the behaviour of a member of the group was disrupting their meetings, for example if they had a from of dementia, and whether it was possible to exclude them. We noted our duty to be inclusive, allow diversity and avoid discrimination. Members with dementia have been accopanied by their carers in the past to make it possible for them to take part. There is advice in our guidance to group leaders to work with their groups to set ground rules. Applicants for membership are required to sign up to a Code of Conduct so we do have a Members Code of Conduct but martin hadn't been able to locate it. If leaders don't feel competent to deal with an issue, they can apply to committee for help and advice.
Action Point Martin will ask previous committee officers where the code of conduct is.
Action Point Bernadette would send our above replies to the group leaders.

Vice Chair: Martin had attended a u3a National meeting. They want to take advantage of the u3a database to make money for the organisation. They have set up u3a Friends, a newsletter with information about u3as and offer u3a Friends Extra. They have teamed up with companies who will offer 4-6% discounts on purchases. There can be issues with the voucher system this uses, for example if the item you wanted to use one for is out of stock. We would make our membership aware of u3a Friends but not advertise the Extra offer.
Action Point Caroline would put copy on this in the newsletter.

Web Manager: Apart from ongoing updates to group pages David was half way through his training for siteworks, the platform for the new website he was designing for us with was meeting with u3a member collaborator Tony Hadfiled They are looking at the existing site to determine what is needed and create a structure for the new site. There would be wider consultation before the anticipated new website would be up and running by March next year.

Membership Secretary: The renewals process had resulted in 27 members leaving. This figure had been anticipated and was well accounted for in the budget and we had since picked up 28 new members. Committee discussed whether there should be a section in the membership form to find out how applicants had heard about u3a. Space was tight on the form.
Action Point Martin to look at whether something could come off to make room for it.

Treasurer: The organisation had adequate funds. The Goods Shed had contracted for £100 a session for the forthcoming year's monthly meetings . After the AGM the new treasurer would have to be be added to signatories for the bank account. There was one wrong date at the top of one of the statement of accounts columns.
Action Point Alan will amend the date

Speakers Secretary: All was in hand for the next talk. Anne would be meeting with other interested speaker secretaries in January 2025 to share information about talks they would recommend. She would try to wait till school term dates for the county are published before choosing dates for the 2026 Talks to avoid holidays.

Group Co-ordinator: Caroline was organising training on Beacon for the replacement group leaders. She was having to use screenshots of the group pages. There is a Test Beacon website that can be used for this purpose and may work better for training.

Newsletters and Advertiser Copy: There would be a newsletter at the end of November but none in December. Caroline was praised for her copy in our Tetbury Advertiser page.
Action Point Caroline will put information about our monthly coffee morning in the Advertiser.

11. A.O.B.
The Rugby Club had agreed to be a possible venue for u3a group meetings.
Action Point Caroline will add this to the possible venues list.

Christmas Tree St Saviours Bernadette will organise the tree and is working with her grandchildren to make u3a-coloured birds for it. The suggestion of also having decorations with group names was agreed. Anne will adapt our baubles for this.

Members as Speakers this is a common practice among other u3as. It was decided that, to ensure quality, members who had experience as presenters could be invited to give talks.

12 Date of Next Meeting 10am Monday 6th January 2025 Upton Mill

Appendix

U3a Equality Diversity and Inclusion

Equality Act 2010
lists Protected Characteristics
organisations legally responsible for upholding it
u3a National has EDI Committee who report to the 3rd Age Trust Board
…encourage, facilitate and integrate EDI into all aspects of the organisation

EQUALITY of	opportunity status rights
DIVERSITY	take account of difference; treat all equally: races, views, social status
INCLUSION	make it possible for all to- participate, belong, be committed

Protected Characteristics in 2010 Act:
Age Disability Gender reassignment Marrige/ Civil Partnership
Race Pregnancy & Maternity Religion & Belief Sex Sexual Orientation

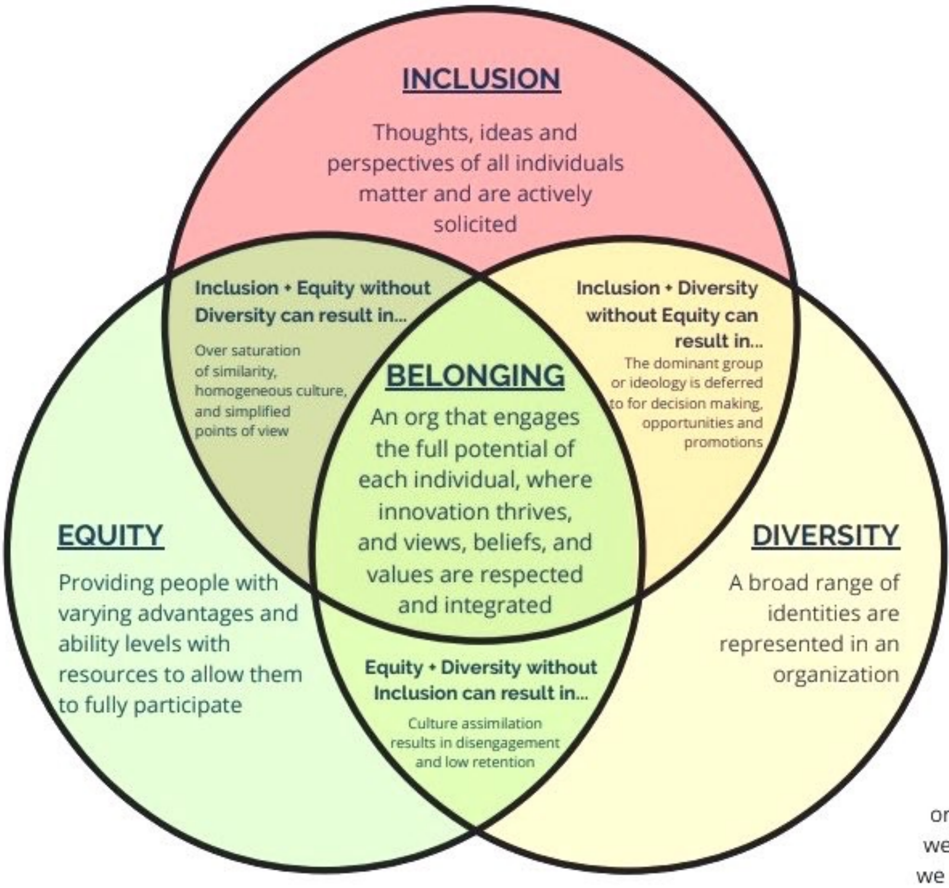
Other Considerations outside the Law:
Economic inequality social class accent education digital Exclusion

Questions for Us:
How equable, diverse inclusive are we?
How do we know?
How diverse are we seen to be?

Should we be checking among our membership?
asking all our members to consider the issues?
reaching out to a wider community?

u3a Membership Criteria
https://www.u3a.org.uk/about#:~:text=

Diversity, Equity, and Inclusion



This is the organizational culture we seek related to how we work on our mission.

There is no minimum age, but learning purely for pleasure.

Founded in 1982, the UK u3a movement aims to encourage groups of people no longer in full-time work to come together and continue their enjoyment of learning subjects of interest to them.

From the start, the guiding principles were **to promote non-formal learning** through self-help interest groups covering a wide range of topics and activities as chosen by their members.

There is no minimum age, but a focus on people who are no longer in full-time employment or raising a family.

Our founders envisaged a collaborative approach with peers learning from each other.

The u3a movement was to be self-funded, with members not working towards qualifications but learning purely for pleasure.

There would be no distinction between the learners and the teachers – everyone could take a turn at being both if they wished.