Charity Registration Number: 515733

Minutes of Tynedale u3a Committee Meeting held on Thursday 26th September 2024 at Hexham Golf Club

Present: Barrie Mellars, Kate Stephenson, Lesley Parsons, Michael Brockway, Tim O'Brien, John Dark and Ann Atkinson

No.		Action/ person
1	**Welcome and Apologies:** Apologies were received from Ian Diggory.	
2	**Minutes of meeting** held on 25th July 2024 accepted as a true record.	
3	**Matters Arising:** None	
4	**Chair's Report**: New Members Survey **-** Whilst on the whole the response received was positive there were areas to address. Barrie stated that at the coffee morning the groups were oversold as some were not able to take on new members and this needed to be addressed. Tim also raised that John's report highlighted that there were new members who were not renewing membership. John will put a summary together of reasons why members have resigned where they have informed him. It was felt important that a record is kept of members applying for groups that are full and that convenors are made aware of the issues and how they might address this. Tim suggested a meeting for potential convenors and it was suggested that this could be explored at the Convenors lunch. Barrie will get a copy of Guidance for Convenors to pass on to Michael so he can better understand how he might address these issues and support those wishing to start up a group. Digital Skills training- Barrie had spoken to the AbilityNet webmasters and they are very keen to train groups of up to 20 people at different levels of knowledge. Third Age Trust are aware of AbilityNet and Barrie has also informed the region about them. They will supply a trainer and we would need to find the venue and organise. Venues were discussed and it was felt that the Community Centre and Golf Club would be accessible to members. Barrie would work with Lesley to put together information to go out on Beacon to assess the level of interest. The information would include a list of all the IT support sessions that were available so members interested could inform what sessions they would be interested in. It was felt that 8-10 was a suitable size and sessions would be 1-2 hours. The trainers would provide core information to everyone to begin with and then work with individuals. Members attending could use their own device. Those not on email would also need to be informed about the digital training as well. The Christmas Party – Barrie will liaise with the Mart and produce an online booking form to go out in November so we are clear about the numbers attending. Details about the party would also go in the October newsletter. After discussion it was agreed that a £5.00 contribution is incorporated into the booking form so that we can ensure that members are making a commitment to attend. We cannot afford to cater for members who then decide not to attend and we need to know who is attending for health and safety reasons. Committee members – No committee member had received any interest from members to	JD BM MB BM/LP BM

	take on the roles available on the committee. Barrie asked that committee members promote the roles to the groups they attend and that he would raise the issue more strongly at monthly meetings. Barrie asked if Lesley could promote her role to the science groups. Lesley informed that there needed to be time for a handover and Barrie asked Lesley to put some information together about her role as webmaster for her successor. Ground rules for additional meetings – these had been agreed and would be in this month's newsletter.	All LP
5	**Business Secretary's Report:** Ann informed that she had forwarded information to committee members from the Third Age Trust and the Region and had nothing further to report.	
6	**Treasurer's Report:** Kate reported that there was £14,735 in the current account which included membership renewals and £6000 in the savings account. She asked if we could focus on the budget at the next committee meeting. Working capital was covering everything. Barrie asked Ann to ensure budget report was on the agenda of the next meeting. Kate informed that the bank wanted further ID from trustees who were not signatories, which members provided. She also stated that additional signatories were required and asked if committee members would consider this. Ann agreed to be a signatory.	AA
7	**Events Secretary's Report:** No report available	
8	**Group Liaison Secretary's Report:** Michael reported that there was a new poetry group and urban sketch group. It was uncertain if the urban sketch group would meet as a u3a group and if they do so, Michael to inform Lesley. Barrie asked if Michael could book the Convenors lunch at the Auction Mart for a date in April. Michael informed that Colin had in the past carried out a survey of groups and members. It was suggested that Michael should canvas all convenors for up to date information on members to check that all attendees are member. Also for Michael to remind Convenors that all attendees of groups should be members.	MB
9	**Newsletter Editor's Report:** Tim reported that he had sent out the draft newsletter today and that he planned to send it out this evening so if anyone has any comments to get back to him as soon as possible. Tim informed that he had been using a small pdf programme for free and would like to be able to purchase the paid for version which provided improvements. It was agreed to pay the cost of this which was £60 -£80 a year and would enable 5 people to access. Tim informed that he uses Swift Publisher which has been excellent with efficient support if any problems. It was suggested and agreed that the details of the publisher and printer could be put on the newsletter. There was a positive response to the newsletter and Barrie stated that we need to ensure that the newsletter is not too long, encourage groups to publicise what they are doing and provide brief information of activities. Lesley raised that Canva had been purchased for Ally to use who was no longer on the committee. Barrie asked if Kate could ask Ally for the code to access Canva and to cancel the auto renewal.	All TB KS
10	**Publicity Officer's Report:** No report available. Barrie and Lesley are keeping Facebook going, monitoring and Barrie is controlling who can access. It was important to keep using and providing information on Facebook.	BM/LP
11	**Programme Secretary's Report:** Ian was absent from the meeting. 131 had attended the September monthly meeting. Barrie informed that monthly meetings were organised for the next six months. Ian to inform Lesley of monthly meetings well in advance to put on the website.	ID
12	**Membership Secretary's Report:** John informed that membership renewals were going well with over 400 members signed up for the year. 177 had not renewed. Most of the payments had been online and 29 paper forms had been completed. Also a lot of members had included their membership number which made it much easier. John will summarise and circulate the reasons why there have been resignations where he has been	JD

	informed. The increase in membership in Spring was most likely due to Facebook. John will arrange another coffee morning in November for members who joined since the last coffee morning. Once a date has been sorted he will inform all committee members and would be grateful if additional committee members could attend.	All
13	**Beacon Administrator and Website Manager's Report:** Lesley has fixed a few problems with emails related to capitals in email addresses. One member's email continues to be rejected, Lesley has been in touch with him but there has been no change. It was suggested that Lesley emails him to ask if he would prefer to have a paper copy of the newsletter.	LP
14	**Regional and Third Age Trust**: Barrie informed that he would be attending the Third Age Trust AGM online on the 16th October and would report back if anything of interest. He suggested that we should try and get more involved in the region. Kate informed that she took part in Treasurers meetings.	BM
15	**A.O.B:** Barrie suggested having a WhatsApp group for the committee so that issues could be discussed easily outside the meeting when required. Everyone was in agreement. Tim asked if okay to put flyers out at the monthly meeting related to a previous presentation. This was agreed. Ann asked if a member could do the count at the monthly meeting as she was not available. Lesley agreed to do this. Lesley gave her apologies for the next meeting.	BM LP
16	**Date and time for next meeting:** Thursday 24th October 2024 at 2pm.	

Meeting ended at 15:25

Minutes Approved **Dated: 23rd October 2024**