

## **Minutes of a meeting of Great Glen U3A Committee held on June 5<sup>th</sup> 2018**

1. **Present:** Sue and Peter Russell, Roger Edwards, Rachael Snashall, Stella Orbell, Bill Macted, John Johnson, Robert and Patricia Mansfield.. There were no apologies.
2. **The Minutes of a meeting held on 1<sup>st</sup> May 2018 were agreed** as a true record and there were no matters arising that were not on the agenda.
3. **Main June Meeting.** Speaker on Sherlock Holmes. Requires a table and chair only. Patricia to take left over newsletters to the Methodist Hall.
4. **Finance.**
  - £9,500 in the bank after rents paid.
  - A number of group leaders have changed and are now taking money:
    - Terry Evans in place of John Lawson for Mini Bridge.
    - Jenny Vale for Tuesday Croquet.
    - Thursday Croquet 1. Tony Baxter and 2. Sue Colledge.
  - Evening Bridge money is now going to David Brooke.
5. **Group Leaders' Lunch Meeting. 29.06.18 at 12 noon.**
  - Above changes to be confirmed at the lunch.
  - 12 leaders have accepted the invitation and 9 are not coming. 3 possibles.
  - Stella to order buffet from Zeph's Café for 25 people. Delivery from 11.45a.m.
  - Committee to arrive 11.30 a.m. to set up.
  - Sue and Peter to bring additional items: fruit platter, fruit juice, milk.
  - Discussion topics after basics.
    - Present procedure for U3A visitors 'taster' sessions.
    - Open Day - see below.
    - Generic e-mail addresses.
    - Kitchen door.
6. **Open Day August 14<sup>th</sup> 2018.**
  - Booking needed for Village Hall back room for evening/afternoon before for flower arrangers.
  - Transport for tables to Village Hall.
  - Posters - Stella
  - Roger to investigate possible leaflet drop to new housing.
  - Catering by the History Group.
7. **Succesion Planning.**

We now have 2 new committee members with no allocated responsibilities to date.

Sue and Peter informed the meeting that they are going to continue on the committee until May 2019 and Peter will take the main meeting. Their group

leader positions are open for new people to take over. All their other responsibilities will be advertised in the newsletter in the hope of finding suitable replacements over the year. E.g. Web site, Gift Aid (Bill expressed a possible interest), Learn Something New, Membership Secretary.

- Other posts requiring advertising: Newsletter Editor, Group Leader Co-ordinator.
- It was clear that next year will bring significant changes.
- Possible new groups may include 'Walking without stiles', and a second Book Group.

**8. Group Leader Privacy and generic e-mail addresses.**

- It had been recommended at the Network Meeting that generic e-mail addresses should be brought in for Group Leaders as well as the committee. Only Beryl Connolly and Judith Measom are not on e-mail.
- A suggested list of generic addresses was circulated.

**9. Membership Update and Data Security.**

345 members. 26 outstanding renewals removed from list. The full list of information is now on Dropbox and can only be accessed with a secure password which was described to committee members.

**10. Correspondence.** The MAY National Newsletter only.

**11. Kitchen Door Methodist Hall.** The kitchen door is now available for an Emergency Escape Route only.

**12. Other Business**

- Safeguarding Issue discussed.
- 2 new trustees to be notified to Charity Commissioners.
- Peter gave out a draft Great Glen U3A Privacy Policy for approval.

**Next Meeting Tuesday July 3rd 2018 2.15 p.m.**