

EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 16th APRIL 2024 – MOUNTFORD 3 E.C.C.

Those present:

Tim Mathews (Chairman & Webmaster), Dbee Robinson (Business Secretary), Karen Rodger (Beacon Administrator), Ann Sims (Groups Coordinator), Hilary Street (Treasurer), Sue Kent (Membership), Liz Rosoman (Minutes Secretary), Margaret Melhuish and Jane Yoward

1. Apologies: Rod Lipscombe

2. **Minutes and Matters arising:** none, the minutes had been read and were agreed.

3. Business Secretary's Report:

3.1 **Constitution Update** - email from trust - Linda Hodson phoned today. She has agreed to the changes below. Awaiting confirmation email.

- a. **16.7** The maximum total period of service of any trustee shall be 9 years in any combination of roles, whether or not the periods of service are contiguous.
- b. **16.8** *The Chair of the Trustees may not remain in post for more than three years. No-one may hold any specific officer position or be an ordinary (non-officer) trustee for a continuous period in excess of two terms of 3 years.*
- c. CHANGED - no need to have a gap every 3 years.
- d. ADDED - *If insufficient nominations are received to fill the vacancies for Officers and/or Committee members, a majority decision can be taken by The Committee to ask the retiring officer(s)/member(s) to remain in post until the next AGM.*
- e. BUT REMOVED –*for a maximum of 1 year.*
- f. NOTE: Constitution membership cancellation – non-payment changed to 8 weeks.
- g. **Next steps:** - approval of committee, approval of charity commission, approval and vote of members at AGM.

3.2 AGM Update

- a. Approval of documents after changes from Tim.
- b. AGM email, AGM agenda, trustee annual report, formal notification, nominee form. AGM information required **Action Dbee and relevant committee**
- c. A. Treasurer Report & Examined Financial Accounts (Financial accounts, Balance sheet, Group balance sheet)
- d. Required:- Committee sent documents prior to meeting of AGM (to approve, change etc)
- e. AGM - Planning begins see AGM Checklist and Procedure for full details: Dbee complete Annual return for Trust when email received (2 parts)
- f. PART 1 DONE
- g. April 10 - Email AGM Doc to members (5 attachments +3)

3.3 Printing. How to manage Dbee has a monthly payment plan, so was unsure how to manage that. She pays £1.50 a month for the printing plan. Next level up is £3.99. Will ask for 1 pack paper, level up for the AGM and the extra payments as and when they happen.

3.4 A new filing box was also agreed to be purchased. However, Dbee got one for free,

3.5 NOTE

- a. The documents in this area should always be the most current version.

- b. -> shared drive / committee files / Business Secretary / documents /
Procedures_forms_checklists_policies / Document List

4. **Treasurer's Report:**

- 4.1 Just over £2,000 surplus for 2023/24 year.
- 4.2 £15,000 in interest only account
- 4.3 £3,200 in 35-day notice account
- 4.4 Finance policy and reserves policy needs to be written.

5. **Membership Report:**

- 5.1 514 members (including 26 yet to pay)
- 5.2 Renewals status – 27 members are not renewing their membership and there are currently 26 outstanding payments.
- 5.3 110 members attended the March meeting.
- 5.4 It was agreed that if payment has not been received 8 weeks after the cut-off date then membership will be cancelled.

6. **Groups Report:**

- 6.1 Pilates Group 2 - joint leaders have both stepped down and the Group is now led by Nigel Street.
- 6.2 Risk assessment document is on the website: this was discussed and changes made. Ann to re-jig and send to Tim.
- 6.3 Group Leaders Social Crib Sheet was discussed and is under procedures and forms on workspace. Tim has 4 bottles of wine left over to be used at next function.

7. **Website:**

- 7.1 Progress has been made and the draft site is up temporarily for the committee to look at and send comments to Tim.
- 7.2 There are 2 workshops available for trustees – Dbee has the details.
- 7.3 It was suggested that on the member's application form more should be made of 'What can you do for us' and maybe space for member's interests.
- 7.4 Tim hoping to launch website 2 weeks before AGM.

8. **Monthly Meeting**

- 8.1 March meeting was David Gant - '*What are your chances?*' Not well received by some members.
- 8.2 April meeting speaker is confirmed, Judi Darley '*Oyster Boat Terror*'.
- 8.3 After tea – French groups with Carol Mant
- 8.4 Tea duty – Croquet groups 1 & 2.

9. **Beacon**

- 9.1 Nothing to report.

10. **AGM** – it was agreed that there is no need to register attendees on the day. Ann to list proposers and seconders for committee posts.

11. **AOB**

- Ann reminded the committee of the new members coffee morning on Wednesday 24th April @ 10.45. Tim to email new member invites.
- Apologies for 18/06 committee meeting from Sue and Margaret.

- Beacon added to the agenda template.
- Finance policy and reserve policy templates sent to Hilary to view / use / combine *etc.*
- Membership form added to document area and list and shared drive (Membership Folder)
3 Group Leader documents added to our documents area and list in shared drive (GL Folder)

12. **Next Meeting: Tuesday 21st May 2024 (every 3rd Tuesday)**
NOTE 10 AM START

13. **2024 Committee Meeting dates:**

- JUN 18 – Apologies: Dbee, Sue, Margaret
- JUL 16
- AUG - NO MEETING
- SEP 17
- OCT 15
- NOV 19
- DEC - NO MEETING

14. **2024 U3A Monthly Meeting dates**

- APR 25
- MAY 23
- JUN 27 - Apologies Dbee
- JULY 25
- AUG - NO MEETING
- SEPT 26
- OCT 24
- NOV 28
- DEC - NO MEETING

15. **Meeting closed at 10:55**