

# EMS VALLEY U3A - COMMITTEE MEETING

TUESDAY 21st MAY 2024 – MOUNTFORD 3 E.C.C.

## Those present:

Tim Mathews (Chairman & Webmaster), Rod Lipscombe (Vice-chairman),  
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:** None

2. **Minutes and Matters arising:** The minutes had been read and were agreed.

3. **Business Secretary's Report:**

### 3.1 AGM

- a. Quorum - At least 51 members need to be in attendance
- b. Agenda - No change from May 10th email
- c. Trustee report - Signed (signed digitally for emailing)

3.2 **Constitution** - Ready for signing if accepted at AGM

### 3.3 Documentation

- a. With so many documents to manage we need to understand how to manage them.
- b. Why have them formalised? so that nothing is forgotten, easy to pass on information to next committee member, only the most up to date document is used.
- c. It's obviously important to only use the most up to date document and the right one but sometimes it can get complicated, with constitution updates etc.
- d. For example: notice on the agenda the following:
  - Title = Committee meeting agenda
  - Number- *ev u3a com 16 rev 2* (now revision 2 as I added Beacon)
  - Page numbering
- e. Note all our documents are in our Workspace on Google and these should always be our most up to date documents:  
-> *shared drive / committee files / Business Secretary / documents / Procedures\_forms\_checklists\_policies /*
- f. Then *Membership* folder or *Constitution* folder, etc

3.4 If anyone has a document they use, we should be saving it here.

3.5 If you update one, save it here and let me know

3.6 Trustee code of conduct found and for review in July

4. **Treasurer's Report:** Hilary referred everyone to her report contained in the AGM agenda.  
Policy for reserve to be discussed at June Committee meeting.

5. **Membership Report:**

5.1 516 members with 17 yet to pay. The cut -off date is next week so if no contact has been made after Sue sending 4 emails/hand delivered letters then these people will be removed from the membership.

5.2 110 members attended the April meeting.

**6. Groups Report:**

- 6.1 Singing For Fun will be seeking a new Leader as Jill Francis is stepping down next week.
- 6.2 The offer of a one-off workshop for Group Leaders to help them recruit volunteers has been taken up by eight of our Group Leaders and they are currently negotiating a date which suits the majority.
- 6.3 Book Group 2 now has a permanent leader, Sandra McGregor.
- 6.4 Ann to write procedure for new group leaders re: Beacon, *etc.*
- 6.5 A discussion about re-writing risk assessments is needed to address the confusion caused by emails sent out previously to group leaders.

**7. Website:**

- 7.1 Tim is starting training for editing so that he can help group leaders edit their own pages. he is also starting to research Search Engine Optimisation.
- 7.2 All committee members were requested to look at their role descriptions on the website and let Tim know if any changes are required.
- 7.3 Committee members need to be more obvious on the website so that members can find them easily following a comment received by Dbee from a member.

**8. Monthly Meeting**

- 8.1 June speaker – Peter Smith – The Plight of the Bumblebee
- 8.2 Tea duty – Line Dancing
- 8.3 After tea – Mags O’Halloran Home Instead
- 8.4 Rod reported that all the main speakers are booked for rest of 2024.
- 8.5 After tea speakers needed for next year, Rod is keen to hear of any suggestions/volunteers. Tea rota organised by Tim is on website.

**9. Beacon**

- 9.1 Training is still available, Karen to update when dates come up.

**10. AOB**

- 10.1 Jane is standing down.
- 10.2 Risk Assessments: There was a discussion regarding reformatting the risk assessment to make them more user-friendly. Individual ones are required for each venue (each room at ECC). Tim suggested that the ‘structural’ element could be completed by the committee and the usage parts by the group leaders for their individual activities. Dbee commented that we should not remove items from the risk assessments to make them easier but offer advice and guidance to group leaders. or the risk assessments will be of no use if ever needed.
- 10.3 Karen to email all venues for their current risk assessments. Committee to discuss risk assessments for home meetings.

**11. Next Meeting: Tuesday 18 June 2024 (every 3rd<sup>rd</sup> Tuesday)**

**12. Meeting closed at 11:40**