

Blackbourne U3A
Minutes of Committee meeting 10.00am, 02 July 2024
Bowden Room, New Green Centre, Thurston

Present

Liz Morgan	Chair
Sue Adams	Secretary
Brenda Last	Treasurer
Julie Cubitt	Joint Names Registrar and Newsletter Distributor
Stephen Cubitt	Joint Names Registrar and Newsletter Distributor
Chris Ives	Membership Secretary
Geri Collingwood	Interest Groups Co-ordinator
Sarah Robinson	Assistant Treasurer
Bill Blackaby	Minutes Secretary

Apologies for absence

nil

Ref	Item	Action by	When by
1.	Minutes of previous meeting: 07 May 2024 were signed by the Chair as a correct record.		
2.	<p>Matters arising (those not dealt with through agenda):</p> <p>(i) It was agreed that all documents created for Blackbourne U3A should be printed out and stored in a folder retained by the secretary. Additional action – all document authors to check documents for personal data – addresses, email addresses, telephone numbers and remove. Action revised: Sue to add to committee Agenda as a standard item.</p> <p>(ii) Newsletter:</p> <ul style="list-style-type: none"> • Bryann Ward will check with printers if possible to reduce print run to say 60. Liz to liaise with Bryann. Action complete. • Will no longer post editions after the next edition, a note will be included in the next edition to this effect. Stephen will compose a suitable note for inclusion in the next posting. Action complete. <p>(iii) Webpage update:</p> <ul style="list-style-type: none"> • New interest groups will be added. Geri will liaise with Anne. Action to continue. 	Sue	30/10/2024
		Geri	ASAP

(iv) Promotion of Blackbourne U3A: After discussion Bill agreed to modify and share second draft of artwork. Action to continue.	Bill	ASAP
Additional action: Sarah to research contacts for parish magazines. Action complete.		
(v) Treasurer's report: <ul style="list-style-type: none">• Arrange for Sarah Robinson to be added as a new signatory to the account. Committee agreed to this change.• Arrange the remove the following signatories from the bank account: D Sutton M Knock P Seager S Chamberlin D Haley D Finney T Carpenter J Phizacklea-Storey B Pitt Committee agreed to this change.• Enquire about changing to a full online account.• Brenda to compose article for newsletter on finances and flagging a possible subscription increase from 2026. All above actions are complete.		
(vi) Membership Secretary's report: <ul style="list-style-type: none">• Committee agreed to purchase of alternative coloured lanyards for committee – aim is to be more visible to new members. Action complete.• Renewal notices will be sent out May. Chris confirmed this will be done by end of this week.• Programme and membership cards will be sent out in July. Confirmed Stephen will be arranging for the compilation of the membership leaflet. All above actions are complete.		
(vii) Update – events: <p>Brenda to compose article for Newsletter advertising for a leader for Educational visits.</p> Action stopped, letter to go with membership card posting.		
(viii) Beacon Management System update: <ul style="list-style-type: none">• Stephen to liaise with Travel 2 Treasurer to arrange for them to be set up the system. Action complete.• Stephen to set up log-ins for all committee members. Action carried forward.		
Stephen	ASAP	

3.	<p>Constitution: Liz reported: Liz shared amended version with National. On recommendation from National the final wording agreed as thus: 16. Officers and trustees (8)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.</p>		
4.	<p>Treasurer's report: Brenda presented.</p> <ul style="list-style-type: none"> • Newsletter printing – supplier still to send their bill for latest printing. • Confirmed that the theatre and Garden visits have now transferred £800 to the main account. • Current account funds available are £5,138.00. • Cash in hand £281.00. • Following bills to be paid: <ul style="list-style-type: none"> ○ 1/7/2024 speaker - £75.00 ○ New Green hire - £140.00 ○ Chairs - £105.00 ○ Deposit for Group Leaders lunch - £20.00 ○ S. Cubitt stamps - £37.50 ○ Chris Ives - £165.59 • Banking, on line banking with Santander operates with a single signature. Committee agreed to amend the bank mandate to one signature to allow for full online banking with Santander. Sarah and Chris will undertake regular account checks to ensure probity and all bills will be recorded in committee minutes. 		
5.	<p>Membership Secretary's report: Chris reported.</p> <ul style="list-style-type: none"> • Membership renewal reminders have been sent out • There were 11 new members in June. • Noted a total of 542 members. • Programme draft was circulated by Stephen. Due to go to print end of this week, notify Stephen of any further amends this week. • Sue to compose letter to go in to membership card/programme posting requesting volunteer to lead Educational visits and new members to join the committee. 	<p>All committee</p> <p>Sue</p>	<p>5/7/2024</p> <p>5/7/2024</p>

6.	<p>Interest groups Co-ordinator's report: Geri reported.</p> <ul style="list-style-type: none"> • New groups update: <ul style="list-style-type: none"> ○ Improvisation - group has met but now needs a new venue. ○ Dining out 3 – this will be for lunches. Dates are agreed as and when until a regular rhythm is established. Current leader is Geri. ○ Flower arranging 2 – a venue has been offered by a Bury St Edmunds based member. ○ Bridge for beginners as yet to start. Committee agreed to support cost of up to 3 lessons in respect of venue hire/external teacher. • IT sessions have been set up. These are not teaching sessions but are aimed at proving “how to do” guidance. • Group Leader's Lunch confirmed for 26 July 2024, 12.30pm at the Cavendish Hal, currently 26 attendees booked in. Catering provided by Jen Bakes and Creates. 		
7.	<p>Any other business.</p> <ul style="list-style-type: none"> • Christmas social – agreed to cater for 125. Geri to obtain quote for mince pies and sausage rolls from Jen Bakes and Creates. • Chair layout for lectures – after discussion Sue to liaise with caretaker sharing the committee's ideas. • Store cupboard, concern over who are key holders. Sue to email all group leaders to check what equipment they have in the cupboard and who holds keys. 	<p>Geri</p> <p>Sue</p> <p>Sue</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
8.	<p>Date of Next Meeting: Monday 30 September 2024 at 10.00am, Sun Lounge (Conservatory), New Green Centre, Thurston.</p>	<p>All to note</p>	
9.	<p>Meeting closed at: 11.52.</p>		

Signed:Chair

Date:.....