Washington Village U3A Committee, Glebe Scout Hut

10.00am – 15th May 2025

Attending: , John Edwards(Chair), Carolyn Baxter, Lyn Bossons, Helen Edwards, Derek Ginsberg, Sandra Graham, Catherine Hambley, Ian McIntosh, Richard Mulvey, Julie Stevens.

25.67 Welcome
The Chair welcomed Committee members to the meeting.

25.68 Apologies
Tania le Marinel, Pauline Palmer

25.69 Minutes of the meeting of 17th April 2025 were considered and minor errors being addressed, acceptance was proposed by Lyn seconded by Derek and approved by all.

25.70 Matters arising

25.54 Monthly meetings
The survey taken on the issue of monthly meeting timings, with a proposed amendment from 11am to 10.30 to try to reduce the number of members who leave before the speaker ends his/her talk by passed by two to one in favour of the change. Lyn proposed, Julie seconded and all agreed the change to a 10.30 start from the May meeting.
Resolved: Derek to email membership to advise of change of timing
Resolved: John to inform the Stella of t he monthly meeting timing change
Resolved: Helen to update website

25.55(b) The AGM minutes from last year are to go out in draft format, subject to final approval by the membership at the meeting.
Resolved: John to send out the agenda and draft minutes

25.57 PR Update
Not a great deal of updates for PR. Links for Life is being updated.
Resolved: Helen to amend the website for the new location of committee meetings

25.62(b) June speaker – Woolworths in the North by Graham Soult– and July choir are to be advised of earlier change of time.
Resolved: Carolyn to advise June speaker of change of time

25.62(c) July summer event, cream tea refreshments at a cost of £5.50 agreed. The event is to be ticketed, with a member contribution of £2. Noted a cost of £40 for ticket printing.
Resolved: Tania to design tickets.

25.62(d) July entertainment is planned to be singers/refreshments/group entertainment (Reading groups 1 and 2 followed by Creative Writing and Comedy group) with Drawing group and Photography groups to display work on group board/screen. This format unanimously agreed by the committee.
Ongoing Action: Derek to follow up on details

25.63 Membership Secretary's Report
90 people out of 279 have not renewed their membership. A reminder will be sent out as will another in advance of the next meeting noting this last opportunity to pay in cash.
Resolved: Julie will not be present but Pauline has kindly agreed to step in to assist.

25.71 AGM and committee roles update
Tania is confirmed as business secretary; Lyn as assistant treasurer and beacon admin; Helen as treasurer; John as Chair and deputy beacon administrator. The roles of speaker secretary, membership secretary and group co-ordinator will be resolved later in these minutes. Lyn advised that beacon guidance for new appointments will be provided by him on request and he will update beacon roles and standard messages.

Carolyn as outgoing speaker secretary outlined the current role of collecting data from various sources; making contact with speakers, updating google spreadsheet and informing the committee. The treasurer will pay each speaker and Lyn remains willing to continue to receive information in respect of speaker costs etc. Carolyn also expressed a desire to move from the new members table at monthly meetings and will be replaced by Jackie Robinson.
Action: Beacon email for google documents to be forwarded to speaker secretary

Sandra as outgoing group co-ordinator outlined the current role in facilitating the setting up of new groups including how best to support them. The group leader is best identified before proceeding too far in the process in order to establish meeting details before informing the membership and adding group members to the website and beacon. The role is not prescriptive and can be personalised.

Julie as outgoing membership secretary described collecting new; updated and renewal forms with appropriate fees and adding details to beacon. Random emails querying various aspects of membership, such as meeting details are generally on the website and simply require confirmation. The magazine list is largely completed by Lyn as it is a financial transaction so crosses both roles. Renewals and AGM are a particularly busy time of year and requires good communication with the treasurer.

As a consequence of the above information; Richard Mulvey is interested in the membership secretary role, Jackie Robinson interested in the speakers role and Ian McIntosh interested in the group co-ordinator role. Pauline Palmer is to be co-opted again as membership liaison. Helen proposed acceptance of these roles, Derek

seconded and approved by all.

25.72 Treasurer's report

- Noted that of the 213 subscriptions, three were associates, eight were new members and 202 full renewals.
- The strawberry tea tickets had cost £49.
- Membership subscriptions had cost £1080; beacon license £276; magazine £320 and Siteworks subscription £50
- Committee expenses included Scout Hall hire charges of £20 and gift voucher to T Morrell £10.
- Noted that theatre group would be removed from list after their July event.

25.73 PR update
Nothing to report

25.74 IT/Website update
Helen is continuing with IT/Website and will also update the changing roles within Beacon. Emails on the website and the committee page with photos will also be updated.

25.75 Environment report
Nothing to report.

25.76 Business Secretary report
The Charity Commission will require updating with John remaining the main contact and Richard and Jackie providing the required personal contact information to John. Their personal information will not be publicly advertised.
Action: John to update Charity Commission information

25.77 Group Co-ordinator's report
An increased reliance of group leaders to publicise information to their membership via WhatsApp without updating the website spreadsheet is causing some concern.
Action: Ian to notify group leaders about WhatsApp considerations.

25.78 Speaker Secretary report
Speakers are booked for the next few months. A speaker on Woollies in the North in June, followed by strawberry cream tea in July which will have a choir, refreshments and group activities to finish.
Action: Noted that the choir is to commence at 10.30, Helen/John to inform choir of start time.

25.79 Membership Secretary's report
We have five new members, bringing the total to 281 although 32 have not yet renewed. At the end of May those not renewing will be considered lapsed memberships by beacon.
Action: Richard to follow up on renewals as part of new role
Action: Lyn to print register of names each month for door register at monthly meetings. Registers for June should include the strawberry tea.

25.80 Members Liaison report
Nothing to report.

25.81 Regional and Network update

Noted that a new Chair has been appointed. Northumbria Region includes three u3as from North Yorkshire, however the regional trustee does not cover that region so those u3as will be asked to relocate to Yorkshire region. They have voted to reinstate fees of £15pa per u3a if less than 200 members or £22.50pa per u3a if 200 to 300 members. Noted that the Treasurer Network meeting was also recently held and discussed clarification of the finance policy wording 'all inclusive' and whether it refers to an accrued or cash policy. Also noted on the website are communities for Air Fryers and Grants.

25.82 Report from Northumbria Treasurers Network meeting 14-5-25

Lyn reported the following. The convenor of the Network, Catherine Stephenson, alerted participants to several updated documents on the Third Age Trust website:

- Copy and Licenses 2025
- Insurance Cover Note 2025
- Equality, Diversity and Inclusion Policy Sample 2025
- Finance Matters 2025

It was agreed that Tania (as Bus. Sec.) should check these updates and make recommendations to the committee, and that Helen (as Treasurer) should check the Finance Matters document and make any necessary changes to the WVu3a Finance Policy document on our website. There is advice on the TAT website for new trustees, including a workshop on Monday 9 June 10.00-12.15. Grants from the TAT are available for special events and projects.

25.83 Any other business

(a) A recent call from a young, blind person asking to join u3a groups prompted discussion of how to be more inclusive. It is suggested that possibly a trial session at groups of his preference would be useful with the proviso that he is aware that most members are sighted. It is also possible he could be referred to a more appropriate organization for assistance.

(b) The organisation of the July strawberry tea event saw Helen and Jackie volunteering to take ticket monies at the June meeting. On the day it is suggested that two ticket checkers be available to expedite entry and reduce entry queues.