

**Verwood u3a Committee Meeting
The Hub Verwood
5th July 2023**

Present: LH, JBM, MP, DA, JT, JCM, HW, DN

Minutes of the last meeting held on the 10th May 2023 were accepted.

Matters Arising: None

| Agenda Item | Matters Discussed | Action | Person |
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| 1. Chair report | <p>JCM has signed up to the Charity Commission on line. However there have been issues with the website.</p> <p>TB has resigned as webmaster and from management of the google drive. The committee expressed their thanks for all the work that has been carried out by TB.</p> <p>JCM provided a proposal for the way forward with the website which was accepted. The google drive is secure. Gareth Mills has agreed to take over the support and a new website will be developed to replace the existing one.</p> <p>The use of Beacon will be considered as a replacement for the google drive.</p> | | JCM |
| 2. Treasurer Report | <p>JBM has provided an email regarding the updated management accounts.</p> <p>The Bank Balance at the end of June was +£6193.</p> <p>The grant application has been made to the National u3a for the Open Day on the 25th July.</p> <p>A grant from the Town Council is being pursued.</p> | <p>JBM to follow up.</p> <p>JBM to follow up.</p> | <p>JBM</p> <p>JBM</p> |
| 3. Membership Report | <p>Currently there are 290 members.</p> <p>Access to the Membership records (name and number) for the Group Leaders to verify the attendees of their groups have renewed their membership will be set up.</p> | JCM to follow up with GM | <p>DA</p> <p>JCM</p> |

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| | <p>The online application form is available, and has been used by 4 members. 13 members have renewed for the next year.</p> <p>Open Day. The room is available from 12:00 to set up and then will run from 13:00 – 16:00. Most Group Leaders will attend or have arranged cover.</p> <p>Four other organisations will be represented.</p> <p>Leaflets will be printed for each group.</p> <p>Leaflets can be left on the tables at the Hub the week prior to the Open Day. Lanyards for the Committee are required.</p> | <p>DA to arrange</p> <p>JCM to follow up</p> | <p>DA</p> <p>JCM</p> |
| 4, Venues and Groups | <p>A group leaders meeting was held on the 7th June and minutes have been provided to the Committee. It was proposed that the committee attend these meetings in the future.</p> <p>A request has been made for the purchase of a microphone stand. The expense was agreed.</p> <p>The provision of a screen was discussed.</p> <p>New groups include Book Club, Rummikub, Geology and English Country Dancing.</p> <p>Sessions for CPR and Scams, and Lunch Speakers are being investigated.</p> <p>The group leaders meeting suggested a number of groups that could be run if someone can be found to facilitate them.</p> | <p>DN to follow up</p> <p>DA to determine if we have one already</p> <p>DN to provide details for JCM. JCM to email the members to seek facilitators</p> | <p>DN</p> <p>DN</p> <p>DA</p> <p>DN</p> <p>JCM</p> |
| 5. Publicity and Communications | Ongoing | | HW |
| 6. AOB | <p>It was agreed that the U3A will cover the affiliation fee for those Group Leaders who do attend any other groups.</p> <p>The Lotto is continuing and will be promoted at the Open Day.</p> | | |

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| | <p>The storage of the PA system at the Hub is to be followed up as the items need to be in a secure location.</p> <p>Volunteers are required for the Rustic Fayre.</p> <p>It was agreed that Members of other U3As will pay the full fee (this is in line with other U3As).</p> | <p>DN to follow up</p> <p>JCM to email the membership</p> | <p>DN</p> <p>JCM</p> |
| Next meeting | Wednesday 6 th September 10:00 – 12:00 Verwood Hub | | |
| Future Meeting Dates | To be agreed at the next meeting. | | |