# Hu3a Trustees Meeting 1

Date | time Wed 28th April 2021@ 8pm| Location zoom

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| |  |  | | --- | --- | | Meeting called by | Lesley | | Type of meeting | First committee meeting of 2021 | | Secretary | Barbara Lavender | | Minutes | Lesley | | Zoom manager | Peter | | **Attendees**: David Campos, ~~Caroline Choat~~, Wendy Foster, ~~Laura Kent~~, Barbara Lavender, Lesley Metcalfe, Mark Pollington, Dilwyn Roberts, Gerry Sexton, Jacquie Smith, Peter Tatum  **Documents supplied**: constitution 2020,  committee roles proposal, this agenda (Hu3aTM1) |

## Agenda Items

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| Topic | Presenter | Time allotted |

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| 1 | Review of AGM | Peter | 5 min |
| 2 | Welcome new committee | Lesley | 10 min |
| 3 | Plan of Year | Barbara | 15 min |
| 4 | Constitution and Policy documents (intro) | Lesley | 10 mins |
| 5 | Finances and Budgeting (intro) | Dilwyn | 5 min |
| 6 | Roles of Trustees (intro) | Lesley | 15 mins |
| 7 | Members and Groups management | Peter | 10 mins |
| 8 | Events (intro) | Lesley | 10 mins |
| 9 | AOB | Anyone | 5 mins |
| 10 | Time, date, and frequency of next meetings | All | 5 mins |

## Minutes of this meeting: Approved as correct on 6th May 2021 Text, letter Description automatically generated Chair

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| Decisions and notices | | Action to do … | To do by … |
| 1 | All intended outcomes were achieved, and good feedback was received from the members. | Write up and store minutes | Peter/Barbara |
| 2 | All those present introduced themselves. | Sign up to website, use Trustees Group area for sharing notices and documents.  Read constitution 2020 | All |
| 3 | u3a day 2nd June is first priority.  Open day and renewal of membership happens in September. Printing demands require plans to be finalized by July.  Christmas Party event is planned for December. | Identify who will be involved doing what and when. | All |
| 4 | Reminded of legal obligations and purpose of committee to manage funds of members and safety during activities. Insurance cover depends on compliance with stated policies. Mainly an issue of record keeping rather than procedure. | All official policy documents will be reviewed and updated and made available for members on the website, in staged process throughout the year but asap. | Lesley |
| 5 | All expenses must be discussed with the treasurer and approved by the committee first. Budgets for projects will be set for events as practicable. Balance of accounts are not all available funds, as treasurer must consider the variability of income and expenditure during the year and maintain a working reserve. Our aim being to work together as a team to spend members money for the members without incurring risk of deficit or accusation. The treasurer reports that our funds are currently healthy. | Initiate Mark Pollington as assistant treasurer | Dilwyn/Mark |
| 6 | Trustee is the term used by the Third Age Trust (National u3a) for committee members. Our constitution 2020 uses Executives currently. The chair, vice chair, secretary and treasurer are officers. The other roles are nominal, and responsibilities can be shuffled. | Decide who will be called what, by reading the Committee Roles Proposal document. Endeavor to produce/maintain a personal listing of own role. | All |
| 7 | Leaders of interest groups have been encouraged to restart and use the website chat groups area. Peter is currently managing the use of our zoom license. | Activate ‘contact group coordinator’ function on website. | Lesley/Gerry |
| 8 | Events priorities focused on possibilities for u3a day at short notice. Aims: to raise profile of u3a in town and raise morale of existing members, (recruitment/retention).  Balance the need to consider covid safety with being part of national event. | Discuss possibilities for u3a Day | Caroline/Wendy/ Jacquie/Gerry |
| 9 | Touched on how to communicate with each other, sharing emails telephone numbers etc. | Decide how best to manage GDPR for trustees. | Lesley |
| 10 | Some prefer evenings, some daytime. No consensus found yet. | Next meeting: Thurs 5th May @ 8pm | All |