

Minutes of Bu3a committee meeting held on 25 April 2024

In attendance Sam Lewis (chair of the meeting), Neil Sharples, Jonathan Wicksteed, Kath Hopkins, Glenys Moore and Pam Walker.

1. Apologies received from Peter Holt, Jill Ormerod, Phil Clarke
2. After 2 corrections, minutes of committee meeting February 2024 agreed as a correct record.
3. matters arising – some trustees have created personal accounts at Charity Commission, some have still to do this.
Progress on website development Process of moving Bu3a site to new provider started.
Membership request form now more conspicuous. Sam will check on whether the “membership queries” button on the “contacts” page leads to membership@bakewellu3a.org.uk
4. Preparation for open day. Jonathan reported that 10,000 flyers promoting the open day will be distributed with the Peak Advertiser within selected post codes at a cost of £800. We have 1000 additional A5 posters for distribution. Individual members have been recruited to place posters in some villages but appeals for help with distribution have not achieved much success and a further attempt will be made by Julia Temple sending an email to members. In an attempt to rely on evidence, rather than guess-work, Glenys tested the resistance of one sample poster to soaking in water and proclaimed it excellent. Jonathan and Helen Parker will visit Medway to plan arrangement of tables. As space is limited, groups which are full (luncheon) or defunct (theatre) will not be invited to promote their activities. Jonathan will arrange preparation of forms on which attendees can record contact details for groups to use. Agreed to provide for attendees a sheet of paper on which they can identify groups of interest and which they can take home. Jen Coffey will prepare articles promoting the open day for inclusion in future editions of Peak Advertiser and has already achieved publication in Peak Advertiser of excellent articles promoting Bu3a. The committee acknowledged that Jen's contribution to marketing is most valuable. The committee agreed that we should prepare to offer cake & the like to 250 attendees and offers from members to provide cake are sought. Agreed adhesive name badges will be used by representatives of groups to make themselves conspicuous. The committee appreciates the commitment of much time and effort expended by Jonathan on this project.
5. Treasurer's report. Neil had circulated a statement of account and informed the committee that he will modify the way information is presented to the committee to identify payments from members received early and invoices for expenses which are received late. Agreed that when we ask members to pay a renewal subscription, those paying by bank transfer should be asked to defer payment until January.
6. Proposed by Neil and seconded by Sam that Kath Hopkins be added to the mandate for the NatWest bank account. Agreed unanimously.
7. Gift Aid claim. Agreed to continue to claim on 50% of relevant membership subscriptions for the period to end Nov. 2023 and to review this policy if and when Beacon includes a Gift Aid facility.
8. Room/green hire for groups. Agreed to modify current policy to require that, in order to justify regular hire of a room for meetings of a group, that group should anticipate attendance of at least 8 members normally.
9. Beacon update. Peter has undertaken training. Pam has tried to register but has been unsuccessful. Neil has not yet applied for training on Beacon. Noted that Ainslie Kelly has agreed to offer training to group leaders.
10. Membership update. Beacon not yet an accurate record of who has paid for 2024. Some of the information is in a paying-in book held by Glenys. Glenys has been fully occupied with preparation of the Gazette. When we believe the record is accurate, we will consider if there is a need to chase non-payers?

11. Chatsworth initiative. Report from Peter noted
12. Social media presence - little current activity
13. Privacy policy review by Pam is in progress.
14. a) TAT advertising campaign – TAT request for a volunteer to collate data on membership enquiries & applications, visits to website, awareness by members and report to TAT noted. No action planned. Sam pointed out benefit of a member, not particularly a member of the committee, willing to consider communications from TAT and suggest action. Agreed to send to members by email notice of u3a festival July and to point out that members can sign up to receive information direct from TAT. Sam to action this and inform members of the Friends Extra benefits scheme which Sam failed to draw to the attention of the committee.
15. Updating TAT records of personal data for committee members. Committee confirmed that Sam has consent by individuals to share this data with TAT.
16. Next meeting Thursday 27 June 22Aug 17 October