**Hornsea & District u3a Committee Meeting**

**Friday 5th January 2024, 10am at**

**20 Tranmere Park, Hornsea**

**Present:**  Jane Hardman (Chair), Hazel Adamson (Vice – Chair, Joint Groups Co-ordinator and Joint Speaker Seeker), Keith Tucker (Joint Group Co-ordinator), Kath Connor (Treasurer), Sheila Ellis (Membership), Barbara Cowan (Welfare and Volunteer Officer), Adam Wilkinson (Publicity Officer), Rosemarie Bishop (Committee Member), Paddy Thompson (Committee Member), Malcolm Way (Minutes Secretary)

**1. Apologies:**  None

**2.** **Minutes of meeting held Tuesday 28th November**

Accepted and will be signed, filed and to be added to website.

**3. Matters arising from the meeting**

Hazel has purchased after dinner mints for the Christmas party.

**Hazel has contacted all Group Leaders and will inform them, at the forthcoming meeting of the GLs, that they should, in future, bcc. (blind copy) all email correspondence to conform with data protection requirements.**

Various local retailers have been contacted and asked for prizes for the Christmas meal raffle.

The boxed printer has been sold for £20.

**Garden Group now folded but garden visits will be investigated to be included as part of the “Outings’. Action Outings group?**

**4. Chair’s Report**

1. Jane and Kath attended the Hornsea corporate Carol service on behalf of U3A. The U3A Christmas Tree was well decorated thanks to Linda Sharp and Maureen Murray.

2. Jane stated that it is a U3A requirement that each U3A committee must have a Chair, Vice -Chair, Secretary and Treasurer to serve 2 years only, then must have a break of a year. She than stated the other committee membership as it is today:

Sheila Ellis (Membership) 2021-24 (started 23)

Barbara Cowan (Welfare) 21-24 will renew for another 2 years.

Adam Wilkinson (Publicity) 22-25 Possible agreed change to another office on the Committee.

Keith Tucker (Joint Group Co- Ordinator) 21-24

Paddy Thompson (Joint Outings Group with Adam and Barbara) till 24 then will renew for another 2 years.

Malcolm Way (Minutes) 23-26

Rosemarie Bishop (Assist with Publicity) 23-26

**5. Treasurer’s Report**

1. Kath stated that there is, at present, £4000 in the bank which is required for working capital and as a financial reserve.

Hornsea U3A is solvent.

2. Kath stated that the outgoing Secretary, Sue Grey, has in her possession as part of U3A assets , a Shredder (which she will purchase from the U3A at an agreed sum), Laminator (which she will keep to assist with publicity), A laptop ( to be investigated further, if possible, to be reallocated) and the Large Canon Printer (which is now too old and of no value and will remain with her).

Sheila Ellis (Membership) has a Canon Printer and Laptop.

Adam Wilkinson has a Laptop and Mouse and a Digital Camera which is old and does not Work.

**Barbara stated that all these items should be Pac tested annually which she will arrange and requested that a list of all items requiring Pac testing should be sent to her.**

3. Christmas lunch on January 16th is covered under Item 14 AOB

**6. Secretary’s Report**

The position is under review but should be finalised shortly.

**7. Membership Secretary’s Report**

There are now 245 members , although there may be some concern over the annual membership fee which was agreed to remain at £15.

**Sheila reminded the committee that the committee needs to think about updated membership forms and membership cards for printing**.

It was thus agreed that forms will need to be completed by all current members with their current address, and contact details (e-mail, contact number) and a request for gift aid. **Action, printing to be arranged for the forms and the membership cards.**

Sheila thanked Kath for standing in for her at the last committee meeting.

**8. Group Co-ordinators Report**

1. Hazel stated and thanked Sheila Ellis for previously volunteering to be the co-ordinator for Family history.

2. Gardening group meetings now closed, the possibility of arranging trips, for all u3a members, was discussed, to visit Gardens. **This will be investigated by the Outings team.**

3. A new lunch group has started but the co-ordinator is not known.

4. A meeting of the co-ordinators is planned for the 20th of February at the Ex-Servicemen’s Club from 1000 to 1200 at a cost of £10 for the session.

5. Tai Chi, Hazel has found a lady to instruct the group, but the group leader’s position is to be finalised?

Hazel requested that she preferred to be replaced, if possible, as a Group Co-ordinator and felt it would be better placed with someone who lives in Hornsea.

**9. Communication’s Officer’s Report**

This is Vacant but Ken will continue to offer support.

**10. Speaker Seekers Report**

Hazel has arranged speakers until March 2025.

Regarding the speakers list issued to the members, it was agreed that it will only show the contact emails of the Chair, Vice- Chair, Secretary and Treasurer in the email format [hornseau3a*.*position@gmail.com](mailto:hornseau3a.position@gmail.com). i.e. position being chair for the chairperson. **Action; Hazel will draft a new speakers list for the year’ Adam will change the back page to include the above 4 persons only, (Chair etc.) and e-mail addresses.**

**11. Welfare and Volunteer Officer’s Report**

Barbara stated that Paddy will help with meet and Greet at the ongoing meetings and that she has two more members willing to assist with ‘meet and greet’ for the future.

**12. Publicity Officer’s Report**

Adam has updated the Facebook page.

**Adam will produce a single sheet with the latest important items for the rolling slides on the screen at each meeting.**

Regarding recruitment and retention- Adam stated that in the area and region there is a 10 to 15% reduction in membership annually due to age, health issues, moving away and death.

However, the biggest risk is that joiners do not stay members as they are not nurtured (looked after at meetings when the join)?

It was agreed, therefore, that someone needs to be on hand to greet and stay with new members (without being overbearing) and give them as much assistance as possible to make them feel welcome on the day. To determine their interests and point out to them the different group activities and enrol them if possible.

**Action, it was proposed to arrange a coffee morning periodically for new members only and to possibly meet the group leaders.**

**13. Preparations for January monthly meeting**

Speaker – Confirmed, Joanne Robinson Author

Sign in – Paddy and Ross (If available)

Meet and Greet – Pat and Barbara and Elaine

Membership – Sheila.

Group tables – Hazel + Keith

Refreshments – Not Available due to deep clean in the Floral Hall kitchens.

Raffle – Hazel

Vote of thanks – Jane

**14. Any other business**

1. **Christmas Party:**

Arranged in the Golf Club January 16th  arrivals 1200 for 1230 until approximately 1600 @ £20 per head.

To date 81 have confirmed with one more possible. Kath will close the list at the end of the Tuesday 9th January meeting, after that no more places will be available.

The raffle will be £1 per strip and will be drawn and the winning number strips placed on the prizes. The winning numbers will be announced, when appropriate, at some time toward the latter part of the party.

**Kath has stated that she has had no requests for disabled access to date, although the Golf club do have arrangements for disabled access.**

**Action: Kath to print the list of the meal requirements namely Vegan, vegetarian, gluten free etc of the attendees**

**Action: Hazel/Jane to make an announcement regarding those who have ordered Gluten free/Vegetarian /Vegan are the only people to take the only people to take these options as these have been specially requested.**

Rosemarie and Adam have organised a Quiz of 20 questions and possibly a picture quiz.

**Note: Committee members to arrive at 1130.**

**It was agreed that a meeting to discuss ‘Policies’ will be arranged between Adam, Sheila, Barbara and Kath**

**15. Next Meeting**

Planned for Tuesday 30th January 1000 at Barbara’s house, 20 Tranmere Park.

**Note:**

**Barbara needs to know if any committee member will not be attending.**

Jane thanked everybody for attending, specifically thanking Barbara for hosting us and supplying the tea and biscuits.

The meeting closed at 1155.