

Malvern Branch

Charity Reference number: 1069591

Minutes of meeting of Trustees at St Josephs Parish Hall: 10.00 am. Tuesday 03 December 2021

Trustees: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Helen Davies (HD); Tessa Hartog (TH); Roger Hunt (RH); David Oliver (DO); Richard Phillips (RP); Linda Scott (LS); David Street (DS);
In attendance: by invitation, Aidan Lawrence (10.00 – 10.20)

1: Welcome & Apologies:

BC welcomed Helen Davies as a new Trustee and Aidan Lawrence as IT adviser.

Apologies: John Price (JP); John Elkington (Webmaster)

2: Minutes of the in-person meeting, Tuesday 19/10/2021, previously circulated.

Approved unchanged and signed by Chair: To be placed on Mu3a website of Trustee Minutes **RP**

3: Review of internal systems

Aidan Lawrence, new member in 2021, introduced himself. He had met Sue Lamberton several years ago and knowing his IT background she had mentioned the potential IT needs of Malvern u3a. He had held casual meetings with JE over two years, with more detailed consultations in the last six months. His working philosophy for IT is:- prevent the foreseeable, fix the unforeseeable, train the necessary personnel, do not adopt change just for change's sake and never allow a single point of failure to exist.

Two current projects:

(1) moving from PayPal to credit card in-payments: a testing copy of the website has been developed, with hope of reporting back by 1 March 2022

(2) investigating direct banking by next September.

Agreed that DO and AL keep close liaison. Noted that any new scheme should not increase manual intervention needed by any future membership secretary and that the necessary procedures need to be in place to ensure that Mu3a membership numbers appear in any bank reference. DO reminded the meeting that any change needs to be compatible with the accounting software in place. Again noted that some may be reluctant to give up cheques.

The meeting thanked Aidan for his attendance.

RH is preparing a paper on digitization, which he will distribute soon.

RH

4: Financial Review and room bookings: (the Management Accounts for year-to-date pre-circulated)
Budget: now prepared on the basis of 1380 members and relatively healthy with £2 venue charge.

DO had adjusted down the room hire total, but affiliation capitation fee likely to be based on maximum numbers over the year. Noted that a few individuals join mid-year and these to be regarded as full members but with a discount on the fee. The possibility of a government Re-Start grant was mentioned, in context of funding for local bowls clubs: DO to investigate. **DO**

Signatories: Present signatories for main account sufficient: Brenda Johnson to be removed.

Geology account to remove Sue Lamberton as a signatory. Possibility of LS as Lloyds customer to join RH & DO. **RH/DO/LS**

Geology project with Malvern Hills: still ongoing, with money in the bank.

Room Bookings: Problems arise in that Mu3a pays on a post-event invoice, but sometimes unclear which groups have happened. Thus Cube invoiced £900 of bookings for September, but were so many rooms used? DS has some access to the Cube booking system to help clarify issues, but not since lockdown. DO recognized that the Cube must charge for a cancellation within a month of booking.

Agreed that Group Leaders should not book venues directly, particularly the Cube, but go through DS.

Noted that the distinct group names in the Directory/on Website were not always used in the same format by GLs, so there should be a unique identifier for each group (as in more distant past), which GLs use when reporting monies or seeking venue bookings. PC to advise. **PC**
DO/DS/PC to swap information, seeking to confirm public bookings in September-November period which are due payment. PC to talk to GLs to urge reduction of ambiguities. **DS//DO/PC**
DS is answering a questionnaire on Cube use. Noted that the newer staff at Cube less aware of the lengthy relationship between Mu3a and the Cube. **DS**

Asset register: Work continues. Noted that the database of equipment is on the website, but not a clear system for confirming return of equipment after use. PC to investigate. **PC**
JP to be asked to provide an update report for the next meeting **JP**

5: AGM (draft minutes circulated)

Minutes approved with minor amendments: to be kept for 2022 AGM documents **RP**
Meeting deemed successful in the hybrid format, although some disappointment at Zoom numbers compared to February 2021 AGM.
Agreed that the £2 venue fee, payable at public hired venues from 1/1/2022, be publicised again in the Bulletin and in any message to Group Leaders. **TH/PC**
Secretary to extend invitation to attend Trustee meeting to Wendy Evans, new member who expressed interest at one of the New Members Meetings **RP**

6: Groups Review:

Covid issues (Document by BC tabled at the meeting)
Considerable discussion of the tabled document, with respect to content, timing and targets of the information.
Agreed that BC will re-draft an item related to undertaking a Covid precautions review to go in an email to GLs. **BC**
An update on Covid was thought important enough to warrant a special mailing to members, rather than be added into the forthcoming Bulletin.
BC to update the draft for RH to send out to all members on email. GLs to be invited to ensure that those not using email are kept informed. **BC/PC**
Agreed that any GL creating a new group would receive Covid guidance and any proposed group which did not follow the guidance would not be established as an approved Mu3a group.

7: New Members Meeting

c. 200 invitations issued, c. 30 at first meeting (8/11) and c. 20 at second (11/11). Response of those present was very positive. BC was praised for the quality of his introductory remarks. Thanks to LS and Brenda Johnson for arranging refreshments. Agreed to hold in 2022 at same venue. **DS**

8: Communications

Photographic Competition: Fully publicized, with closing date of 10 December 2021. Three entries received to date. Geoffrey Carver as judging panel chair informed of this.
Bulletin: Mostly ready. To be finalised over the coming weekend. **TH**

9: Other matters arising from October meeting

PC confirmed that JE is carrying out the trawl of groups to ensure that only members who have paid their subscriptions are present. Results to be reported to next meeting. **PC (JE)**
Charity Commission: RP had received a reply from David Moon, seeking the resolutions put to the 2018 AGM as well as the minutes of that AGM, which had already been sent. This time a full copy of the new (2018) constitution was also requested. RP to seek out the resolution and continue the correspondence. **RP**

10: Regional u3a and SW anniversary copse in woodland near Brecon Beacons

Agreed to publicise the project in the Bulletin, to allow individual members to be informed, thereby gaining the possibility of participating in a personal capacity. No plan to create a copse by formal action by Malvern u3a.

11: Meeting Closure:

Agreed that the meeting had covered the agenda fully.

Next Meeting: Tuesday 25 January 2022 at 10 am. St Josephs Parish Hall (tbc).

(DS to seek to book St Josephs)

DS

Meeting closed at 12.00 noon.

Richard T Phillips,
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Minutes amended by one word and confirmed by Meeting of 25 January 2022

Chair's Signature

