



Malvern Branch

Charity Reference number: 1069591

Minutes of meeting of Trustees at St Josephs Parish Hall and via Zoom: 10.00 am. Tuesday 08 March 2022

Trustees in person: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Tessa Hartog (TH); Roger Hunt (RH); Wendy Mondy (WM); David Oliver (DO); John Price (JP); David Street (DS);
Zoom attendance: Helen O'Donnell (formerly Davies) (HO); Richard Phillips (RP); Linda Scott (LS);
In attendance: by invitation, Aidan Lawrence (AL):

1: Welcome, Apologies, Trustee roles:

BC welcomed WM as a newly co-opted trustee and AL as a representative of the Technology Working Group.

No Apologies received.

Trustee roles:

Membership: WM had agreed to become Membership Secretary, for which the Trustees expressed their thanks. WM had received files and some instruction from BJ and hopes to meet up with LS. AL to redirect membership@malvernu3a.org.uk to WM's email. **AL**

RH to place WM's details on the membership form and to change the cost of TAM to £3.35 on the form and the website. **RH**

Speakers: This role still to be filled, but BC acting in the interim. Speakers are scheduled for March, April, May and September. Need speakers for June, July, October and November.

Refreshment at Monthly Speaker: Brenda Johnson returned in February to run tea/coffee and has left instructions. BC agrees to initiate refreshments for March, with help from member Margaret Wilkie. All agreed that they would help where possible with providing this facility until a regular organiser could be found.

2: Minutes of the Meeting 25 January 2022 (previously circulated)

Agreed as a true record. Hard copy to be signed off by the Chair later. Minutes to be placed on the Mu3a website. **RP**

3A: Financial Review (Management accounts and room hire spreadsheet previously circulated):

DO spoke to the documents, noting the lag on some expenses for room hire and the lag in some income from Group Leaders GLs). Current surplus stands at £12,630, with estimated end of year surplus at c. £5.7K. At this stage it looked unlikely that we would require to increase subscriptions as allowed for by the resolution at the AGM.

Noted that at present there was no indication from venues of likely increase in charges.

Noted that it was also unclear how many more groups may now choose to meet in person in second half of the financial year.

Bank signatories: Sue Lamberton and Brenda Johnson being removed.

Welsh Group dinner: unlikely this year: to be removed from budget. **DO**

Grants: DO had scanned possible ones and only £150 from West Midlands for a Special Event seems available. DO agreed to apply. **DO**

Membership at 1424: Budget for year-end based on 1425.

3B: Equipment: (Pre-circulated proposal on purchase of PA system)

JP noted a list on the website, but little sense of usage in last two years to justify repairs or replacement. Noted that the web booking system does not provide for return of items.

Better spreadsheet required: JP and AL to consult, reviewing whether current one is adequate to purpose and how to improve it. Propose a visit to the Cube at a time when Cube Theatre access possible. Basic equipment at Cube 20-30 items, but some items stored elsewhere and/or bulky to move, e.g. bowling mat at Welland. **JP/AL**

Way forward: To achieve accountability for new items and as much of historic information as possible. Noted that items above £500 appear as capital items, for depreciation, on the annual accounts (none in this category at the moment). DO to offer guidelines for items less than £500. Urged to consider a minimum figure, where an item needs not to be on asset register. **DO**

Computer stock: some very old: their disposal to be considered **JP**

Projectors: Their viability needs checking. **JP/PC**

Venues: Noted that facilities at venues are often unknown. Desirable to have a survey of venue assets and needs. **DS/PC**

Pre-circulated proposal on PA purchase:

Several trustees had emailed support prior to meeting, but JP voiced concerns over the items proposed in terms of aerial vulnerability if mishandled, and UHF as offering smaller units, more versatility, lower power usage and less interference risk, but offset against higher price. Noted that both VHF and UHF might require licence fees if there is a need to go beyond the limited free frequency available.

Discussion followed, with PC arguing for the proposed VHF system as replacing an existing one with no interference problem. Urgent to have a system independent of other users of the Cube who frequently change settings on the existing system.

Agreed to purchase the proposed system, which had the potential to be mobile. Decisions about usage off-site from the Cube to be taken after its delivery. Aim to have first use for the March Monthly Speaker.

4: Review of Internal System by TWG (AL, RH, DO, PC): (Pre-circulated document by RH)

AL reported that all going well with the proposed use of Credit and Debit cards for Membership alongside PayPal. This had been tested successfully by Trustees and is now operational. RH reiterated that long-term aim is automatic upload of all membership data from members' input at payment, without manual intervention by any trustee. DO noted that he has two accounts system in use, one older and one linked to the download system. Wishes to achieve a system that is not too complex. AL and DO concerned that a system of batching of income items can be achieved. Under investigation. **AL/DO**

TWG asked for a non-technical member to 'road test' developments. HO's offer to do this was accepted. **HO**

Log-in on front page of website: AL urged to move this to a less obvious location, so that its use was clearly signalled as restricted to amendment of personal data by members. **AL**

Group Finance Reporting: AL working on this, with the unique code for each group now specified. PC to liaise with GLs as the system develops. **PC**

Phase 2 of the project: to allow direct payment from banks (via BACS/other procedures)

Website: website listing/changes to be submitted to AL. AL keen to offer recordings and other materials on the website.

It was noted that John Elkington (JE) would be stepping back from day to day involvement from now on and AL would be taking over JE's full role as web manager. JE would remain in the background and available for advice. Material addressed to

webmanager@malvernu3a.org.uk has been routinely forward to AL for more than a year and AL would now be the first port of call for IT matters.

The Chair expressed enormous thanks to John for all he had done for Mu3a and this was heartily endorsed by all the Committee.

Proposed communication to members about changes in subscription methods. RH's paper was briefly discussed and several trustees expressed their approval of the draft. It was agreed that any final comments/suggestions be forwarded to RH by the end of Friday 11 March with a view to sending it out to members in w/c 14th March. It will go in printed form to those not on email (60-70).

RH

TH to reinforce its message in the Bulletin.

TH

5: Groups review:

PC noted that there is still some uncertainty on the meetings of some groups. Keep Fit had started, Russian likely to be stalled for a while. A new Group about Cider proposed but only 1 interested.

Computer Skills: 4 interested but no leader yet.

Creative Writing successfully launched, Offer of Preventative Health Group led by Jim Murphy to start after his September Monthly Speaker talk.

Recorder Group launched at Rugby Club (minor problems with acoustics being solved).

Wood carving group: Proposal to create one for u3a after disbandment of course at South Worcester College. PC to pursue, if leader is u3a member.

PC

6: u3a links:

Cotswold Link: Its AGM 2 p.m. 23 March, when RP in NZ. RH agreed to attend via zoom. RP to provide the material.

RH/RP

Noted that a sub will be collected, after a lapse of 24 months.

West Midlands: its newsletter now regularly made available: a useful source on u3a matters in general, through Allan Walmsley as a National Trustee. Noted the Inspiring Lives day on 22nd March on Zoom.

7: The Year Ahead;

Key dates of Group Fair, AGM (should be already booked as a speaker slot), GLs (Rugby Club) as agreed in January.

Picnic in Park: Discussion of June or September. Noted that June will have picnics related to Platinum jubilee and the Civic Society. Bands in the Park running Sundays from 8 May to 18 September. Preference for September date for our event. GLs to be encouraged to support a picnic. RP noted that no official permission is required for a picnic, according to local government.

Noted that Solos group already planning a picnic.

RP to approach *All about Malvern* for an article and advert in its July-August edition.

RP

Exhibition Walk: Exhibition sites are now fully booked into 2023. £50 for two months. RP directed to book for Autumn 2023, if still available. Suggestion of a story line – this is what we at u3a do: painting and photography as obvious candidates, but possibility for groups to bid for a display case (25 cases in all, 8 portrait, 17 landscape).

RP

8: Communications:

Newsletter due in April, with 14/3 as cut-off.

Bulletin to reiterate dates and to reinforce message on subscriptions by card.

9: Charities Commission (CC)

Constitution: CC now showing our constitution as last amended in February 2021 (the virtual AGM amendment).

Annual Report: The report form was initiated, but when income was reported as £547, the system did not require the 12-page SORP report. RP phoned CC, where Tracey confirmed that this was indeed the case, where a charity had less than 25K income.

10: Other business

BC to review whether a speaker can be found about changes in phone services nationally. **BC**

Concession fees: agreed to discuss at next meeting

JE's contribution. The committee discussed ways of marking JE's huge contribution to the growth and management of Mu3a. These to be confirmed at the next meeting.

RP to write a formal letter of thanks.

RP/BC/AL

March Monthly Speaker: Agreed as one last hybrid meeting: RH to note this in the reminder message, since Bulletin has it as in-person only. **RH**

11. Next meeting Tuesday April 26th at 10.00 am in St Josephs. DS to book. **DS**

The Chair thanked all those attending for their contribution and closed the meeting at 12.24 pm

26/4/2022 *Lucretia*