



## Malvern Branch

Charity Reference number: 1069591

### **Minutes of meeting of Trustees at Shaw Room, Elmslie House: 10.00 am. Friday 17 June 2022**

Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Roger Hunt (RH); Wendy Mondy (WM)  
David Oliver (DO); Richard Phillips (RP); Linda Scott (LS);

In attendance: by invitation, Aidan Lawrence (AL):

#### 1: Apologies and Welcome:

Tessa Hartog (TH); Helen O'Donnell (HO) John Price (JP); David Street (DS).

Agreed that AL be co-opted to the Trustees, in expectation of election in November 2022. The meeting thanked AL for his willingness to serve and for his work to date.

PC agreed to take responsibility for JP's equipment role in the interim.

#### 2: Minutes of the Meeting 26 April 2022 (previously circulated)

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

#### 3A: Financial Review (Management accounts to date and commentary previously circulated):

DO spoke to the accounts, noting that some venue invoices not yet received. Current paid membership 1541, of which 244 new. Current year-end surplus estimated at c. £8K. Noted that National u3a Office did not recommend large holdings of cash. DO to investigate possible investment of £5-10K on flexible or three month terms. AL to offer advice. **DO/AL**

Noted that some groups are charging £2.50 a meeting – agreed that this is only acceptable, as long as it is made clear that the Venue fee is £2.00 and there is a mandate in the group for the higher amount to meet costs such as refreshment.

Noted that consents for Gift Aid needed to be preserved for 6 years. Past details are e-held in membership records, but paper documents should be preserved for six years.

Agreed that DO pay CLA £60 (Copyright Licensing) **DO**

#### 3B: Equipment:

Nothing new to report. Noted that TH had agreed that no action needed for newsletter preparation in short term:

Agreed that no automatic issue of laptops to new trustees, but potential requests for such from the secretary and newsletter editor would be viewed favourably.

Noted that u3a material held on personal computers had GDPR implications, but agreed that trustees must be aware of the need for confidentiality when holding data relevant to their u3a role.

Agreed that AL & RH would review the privacy policy. **AL/RH**

#### 4: Update of changes made to website

No significant changes reported by AL. AL working on a new admin system, liaising with WM.

Security a concern. Noted that future trustee induction should include info on hacking, scams, etc. **AL/WM**

AL's main focus at present is preparation of the Group Directory.

#### 5: Review of process to deal with non-renewers

2953 membership records in the e-system, of which some 1548 appear to be paid up currently, while 1405 unpaid. Of these, 831 had not paid since 2018 or even earlier. Of the rest 38 were possible duplicates, 66 were 'empty' records, 200 noted as lapsed and 294 known to be not renewing. AL proposed a spreadsheet archive for the 1405, away from the active database.

Noted that John Elkington's scheme had automatic deletion of members after 18 months, but the meeting accepted that Covid meant 3.5 years a more advisable cut-off at this time.

Noted that Mu3a ID numbers had been intended as for life, to avoid regarding returned members as new (in relation to posting of directories, etc.), so access to any archive of the lapsed would be necessary for the membership secretary.

RH reported on the three rounds of reminders, which provoked subscription payments of over £1K, from those who had overlooked paying. Others indicated that they were not re-joining, but 280 remain with no response. RH proposed treating those failing to reply by 1 July 2022 as lapsed. There was debate over whether Directories should be sent to these and it was agreed that rejoining lapsed members could collect a directory at a monthly meeting.

Agreed that 'real' new members would continue to be sent a directory and welcome info.

For future years RH hoped the database would be cleaner, with better monitoring of failed renewals. Noted that the past practice of relying on GLs for checking membership had not been fully consistent. AL argued for a more structured process to be agreed later.

Agreed to discuss the issue of a renewal reminder for 2022-23 at a later date.

#### 6: Policy for membership renewals

RH noted some enquiries to him already. No subscriptions to be accepted before 1 August.

Proposed that joining clinics be offered at the monthly meetings, with others created if necessary.

Agreed to set up a subgroup of TWG with WM&LS to work out details, including confirmation of how gift aid permission to be recorded. **DO/RH/PC/AL/WM/LS**

Cheques: Noted that some long established members will seek to insist on paying by cheque.

Agreed that this to be discouraged, but to be accepted as a final resort.

RH noted that where members insisted that they had paid in the recent past, but there was no record in the membership files, the word of the member would be accepted providing there was no evidence to the contrary.

DO reported on research into the Zettle system. A single card reader £29 +VAT, with subsequent readers at double this price. No ongoing fee, but 1.75% service charge. Noted that such a device did not provide access to the names of the payer, only a part of the credit card number, so great care in recording details needed if these readers were to be used at any venue where payments for subs collected.

11.15 am: Meeting Prorogued to allow presentation of scroll and gifts to John Elkington, former trustee, for his many years of superb service as designer of the Mu3a web systems and as web manager running those systems. Thanks expressed by all trustees present.

11.30 am. Meeting resumed

#### 7: Groups review

PC noted that Poetry Please 2, Music Appreciation, Scrabble 1&2, Table Top and Rummikub were not active. Book-share and Bridge Duplicate 2 are reactivated. The Solos picnic went well. Agreed that new groups could apply to DO for start-up funds. **DO**

Group Fairs Day: To be PC's last. Same system as 2021 in the Theatre. Usher help would be needed.

Groups Directory: Chairman's welcome to be updated by 1 July. **BC**  
Group details sought from GLs by 19 June. 102 groups – 45 replies, 30 likely to be as last year: PC to liaise with GLs. **PC**  
Wording of renewals advice to be reviewed by RH/WM. **RH/WM**  
Noted that 100gm maximum weight for posting concession, which has implied 40 pages on previous paper quality. RH to check price, weight, paper finish/quality with printer. **RH**  
Aim for early August. Posting on 1 August, implying basic draft by 30 June, changes up to 7 July, to printer (James) by 11 July. Agreed 2000 to be printed on basis of batches of 500.

8: Picnic in the Park: (Paper pre-circulated by BC)

Agreed on Tuesday 13 September as the day, to allow promotion at the Groups Fair. Free entry. Title as 'Last of the Summer Wine', but no specific theme. RP to confirm that no permission for park use required, as previously advised, and to check rules for the bandstand. **RP**  
Possibility of a jazz band to be investigated by BC and PC, confirming availability, possible costs and need for amplification equipment. Noted that the u3a recorder group and possibly the ukulele group would wish to play. **BC/PC**  
Charitable collection on behalf of Ukraine discussed, but must not be carried out by Mu3a. To contact UK DEC (Disasters Emergency Committee) and/or Rotary Club **RP/BC**

9: u3a links:

Nothing to report: Special Interest Day of Cotswold Link 6 July noted.

10: Monthly Meetings

Agreed previously that monthly meetings will continue. Difficulties with the recording technology remain. June meeting is in person only. July meeting to be in person and zoom, with a recording, if possible, to be available for a brief period subsequently. RH to monitor uptake of such a recorded talk, since he doubted many takers. Expectation that meetings from September to be in person, unless great improvements in the technology.

11: Communications:

BC/RP to confirm items from the meeting for the Bulletin. **BC/RP/TH**

12: Other Matters arising:

Concessions (item 10 of 26/4): Text is on the website with the criteria for possible concessions. WM to review the advice, with possible input from Citizens Advice as to which concessions should be specified, noting in particular the members of the visually impaired group. **WM**

13: Next meeting Friday 15 July at 10.00 am in Elmslie House (tbc).

Meeting closed as 12.25 pm

**DS**