

Minutes – u3a Farnham committee meeting June 17th 2024

1	Apologies: Val, Malcolm, Bruce	
2	Previous Minutes - agreed	
3	Matters arising not covered elsewhere <ul style="list-style-type: none"> Maltings Contract – Now signed and stored in DropBox Bite size engagement – Published in newsletter to gather interest 	
4	Upcoming events <ul style="list-style-type: none"> Open Morning – Meeting happening next Monday to finalise arrangement. Publicity for Open Morning - Banner costs were considered – rental across Downing Street is expensive so considered using fences. Cost of printing banners to be investigated. Library entrance space 3 panel display booked. 1500 A5 leaflets are being printed to give out at Carnival and Bourne Show. Could also be available at the Library. 25 T Shirts have been printed for the Carnival and can be used at The Bourne Show. Balloons and sweets are being sourced for both events Farnham Carnival – Plans are in place to have Landrover and walking accompaniment, dressed in T-shirts or dress to represent groups. Bourne Show – rota of volunteers to man stall, bunting to decorate stall, balloons and sweets to be given to children, along with leaflets for adults 	Steve Philip to see if gazebo available
5	Groups coordination for next year Philip thanked Annette and Val for the huge amount of work they have been doing in this area. Cynthia has offered to let Group Leaders know which members are lapsed at the start of September, so that group leaders can chase them up. Annette to remove current lapsed members from groups.	Cynthia Annette
6	New Group Leaders Meeting There are very few new group leaders as most new groups are being run by existing group leaders so it was decided there was not a need for a meeting just for new group leaders. 2 drop-in sessions (late July and Early Sept) to be offered to both new and existing group leaders. Invites to be offered and people asked to reply with a date. 22 nd July 2:30 to 4:30 (after committee meeting) and 4 th Sept 10-12 in Barley Room. These sessions are designed to ensure that group leaders understand how to update Beacon and to cover any other questions they may have about their group. Committee members will need to be available to help at these drop in sessions.	Val to send out
7	Accounts In order to ensure continuity on authorising payments Sally to be added to those that can authorise payments	Shree
8	How to deal with contacts Generic email addresses for Group Leaders will be sent out to them in the pdf along with their programme details.	Annette

	Shared group leaders can both get generic emails but both need to be added to Stackmail. They will be told this alongside programme communication and given a deadline to respond.	
9	<p>Survey Results</p> <p>Results are good but not too much qualitative data, which is better gained from an advisory group so we should consider running these a couple of times a year and moving towards an online questionnaire if needed</p>	Sally to add to calendar for Oct and April
10	Website analytics – Carried over until next month	Sally
11	<p>Renewing membership – informing members</p> <p>Cynthia has drafted a letter which Annette has checked. Will go out after the meeting.</p> <p>Sally offered to create videos to help users.</p>	Sally
12	<p>Programme and website update</p> <p>Programme 98% ready to go. Waiting for Maltings to confirm a couple of dates. Front end of programme ready for proof reading. Web team are updating group information on website. All group leaders had been given an opportunity to update their information earlier in May but will get their details again with their meeting dates for a final check in the same pdf file.</p> <p>Dates on website is last element of programme to complete. Aim is for programme to be fully accurate by 15th July and on website via programme link from end of June.</p> <p>Cuppa and chat not included in the programme but on website 3 months in advance</p> <p>Website likes and dislikes have been collated and looked at by the web team and priorities identified:</p> <ul style="list-style-type: none"> • Update existing and add new Group pages based on the new Programme • Identify and remove old content, tidying especially the News section • Identify committee owners for each page responsible for updates & deletions • Agree on what to change over the summer. <p>The Committee agreed with these priorities.</p> <p>Philip suggested a small team to look at overall design and it was thought that there may be someone within the new comms team that could take this on. Group should include at least one person from the web team. Consider using UCA students as work experience.</p> <p>Philip to write a letter to web team to make them aware of how pleased we are with the quality of our website.</p>	<p>Vivienne to proofread</p> <p>Jane</p> <p>Val to update and share previous list</p> <p>Philip and Steve</p> <p>Philip</p>
13	<p>September social event</p> <p>Afternoon preferred over evening and in Barley Room.</p> <p>Suggested Friday 27th Sept with Peter Glanville, AGM, Social tea and cakes.</p>	Jane to progress with Peter Glanville

	If 27 th not available then could happen before or in October, but if in October the AGM will remain on 30 th Sept alongside Monthly Meeting	Annette to check Maltings closure dates Jane to confirm date with Peter Glanville
14	Maltings Sponsorship As we are not a corporation, we can't be a corporate sponsor. We could suggest that we could be a premier charity partner.	Philip
15	Voting for Third Age Trust Chair Our vote was decided and will be submitted	Sally
16	AOB If expecting any money in please email treasurer to make her aware. Theatre group no longer has a leader. It requires a small team so Philip to enter into eNews to ask for volunteers.	Philip



22/7/24