


MINUTES OF COMMITTEE MEETING
Monday 20th May 2024

1.	Present – Philip Oliver (chair), Shree Merriman (treasurer), Jane Moberly (vice-chair), Val Atkinson (Secretary), Vivienne Miller, Cynthia Barnett, Steve Tilburn, Annette Kratz, Andrew Morgan	Actions
2.	Apologies - Malcolm Ellis, Bruce Merrell, Sally Bowden	
3.	Approval of April 2024 minutes – approved	
4.	Matters arising, not covered elsewhere – <ol style="list-style-type: none"> Notes for group leaders – Revised notes and notes on using Beacon are now in the Groups section of the website. Minor edits are required – to be done in August GL generic emails – All existing groups now have generic emails and are on Stackmail forwarded to the contact given in the programme – Annette to test. Prior to setting up emails for new GLs the groups need to be set up on Beacon – when/how to do this and how to delete inactive groups to be investigated 	Val Annette
5.	Maltings Contract Steve has received the new contract, which is for one year only. It is in much the same format as previous contracts – that used for all Maltings bookings. Andrew expressed his dissatisfaction with this form of contract, but the general consensus was that we are happy with it. Some things need a bit more definition and some details need refining – the contract team to look at this. Draft contract to be circulated to all committee members	Steve, Philip, Annette, Val Steve
6.	Budget Shree produced a draft budget for 2024/25 with income of £72, 050 and expenditure of £69,650 giving a £2,400 surplus to go towards reserves. The income includes significant gift aid. Having received this for this year with no problems, we are budgeting on the assumption that we will get it next year – should this not be the case we will have to use our reserves, and up membership fees in the future. The actual income may be slightly more than in the draft budget assuming that membership continues to increase and bank interest rates increase. After discussion it was agreed to cut the budget for member communications from £4,500 to £1,000; to increase the PR and promotions budget from £500 to £2,000 and to add £2,000 to the equipment budget for a daylight projector. Some adjustments are also required to Group costs and Venues hire – Maltings. The net result approximately balances out	Steve to give Shree external venues costs Shree – rejig budget
7.	Membership fees Following the budget discussions it was agreed to keep membership fees at the same level, £45, for 2024/25.	
8.	Marketing for upcoming events Philip has a meeting this Friday with four members who it is hoped will	

	<p>form a Comms and PR team.</p> <p>Forthcoming events are the Bourne Show, the Farnham Carnival and our Open morning.</p> <p>For the carnival we will have a land rover decked in banners, people from groups dressed to illustrate what they do and people handing out leaflets advertising u3a and our Open morning. The latter group will wear T-shirts printed with 'The best kept secret in Farnham?' on one side and the u3a Farnham logo – larger than in the example shown – and 'laugh, live, learn' on the other.</p>	Steve
9.	<p>Open Morning</p> <p>As this is a PR exercise, Val was asked to try to ensure all groups were represented, even if full – and to attempt to persuade similar groups to co-operate with each other.</p> <p>It was agreed that there could be information on the German twinning association at the table for German and the twinning group will attend the Open morning.</p> <p>The book exchange will be held in the Barley room. Members will be asked to bring books in between 9 and 10am as we have no facilities for storing books. Any books left over will be donated to the Oxfam book shop. The Barley room will include small coffee tables and chairs, tables with books and tables for book groups.</p>	<p>Val</p> <p>Philip - eNews</p>
10.	<p>Membership Engagement proposals</p> <ol style="list-style-type: none"> 1. It was decided not to offer free coffee to members who donate books at Open morning 2. It was agreed that each month, one of the organisations participating in Farnham Connects should be mentioned in eNews. 	Philip
11.	<p>AOB</p> <ol style="list-style-type: none"> 1. Annette was asked to recirculate dates of Open meetings etc for next year 2. Members without emails – Andrew will give feed back to Fleet u3a 3. Shree asked for her phone number to be removed from the Contacts as she gets too many spam calls – agreed. How to deal with contacts to be an agenda item for June. 4. Vivienne raised the issue of Maltings staff not setting up rooms as requested. 5. Groups - it was agreed that Val will carry on as 'Groups' until the end of this u3a year 6. Bite size engagement – to be carried forward 7. Film group – the Maltings are interested in this. We will probably set up something jointly, in the Tindle room, starting next January 8. Peter Glanville has offered to talk to u3a about how the Maltings is run. It was agreed that this was a good idea. Annette will ask for the programme of Monthly and Theme meetings and further consideration will be given to when Peter's talk could fit into the programme. 	<p>Annette</p> <p>Andrew</p> <p>Annette</p> <p>Sally</p> <p>Steve</p> <p>Val</p> <p>Annette</p>
	<p>Date of next meeting</p> <p>Monday 17th June 2024</p>	


Chair

17/6/24