

## Minutes – u3a Farnham committee meeting July 22nd 2024

1	Apologies: None	
	Previous Minutes - agreed	
3	<p>Matters arising not covered elsewhere</p> <ul style="list-style-type: none"> <li>• Generic Email addresses – A specific problem with one group leader's email address and emails not saved, but an email to all members will counteract this problem. This email will include a reminder to ignore comments about No Reply. Annette to investigate how we reply to emails using generic email addresses</li> <li>• Website analytics – These have been looked at by Chair, Sec and Web team leader.</li> </ul>	Annette, Philip
4	<p>Committee structure and associated working groups and helpers</p> <p>Philip explained that the purpose of having a new committee structure is predominantly to ensure that we have cover if something happens to any committee member. Having teams for specific areas is the suggested way forward and is working successfully for the web team and the comms team. These teams could be good proving grounds for new committee members, and for these people to "shadow" committee members.</p> <p>Internal directory of significant people to be created.</p> <p>Proposed structure for the upcoming year:</p> <p>Chair – Philip</p> <p>Vice Chair – Jane</p> <p>Secretary – Sally</p> <p>Treasurer – Shree</p> <p>Membership Leader – Cynthia</p> <p>Groups Leader – Andrew (including Tech team) and Maltings venues (Val – non committee)</p> <p>Programme Leader – Annette (web team already exists)</p> <p>Events – Vim</p> <p>Member Engagement - Jane</p> <p>Marketing – Steve (team already exists) (website should come under Marketing because it is our main person facing outlet) Philip to continue doing eNews. External venues.</p> <p>Beacon admin – Annette (needs a support team) which could include shadow membership secretary and Sally.</p>	All committee members to provide list of significant people to Sally

	<p>Membership – Cynthia to speak to New Members Sec to see if she wants to be the shadow membership Sec and if not we will need to find someone else.</p> <p>Agreed to rename Comms function as Marketing</p>	Cynthia
5	<p>Facebook Presence</p> <p>Rather than having our own Facebook Group it is suggested that we post on Facebook Groups that might hit our demographic.</p>	Steve to research further
6	<p>Recap of publicity events</p> <ul style="list-style-type: none"> <li>• Open Morning</li> </ul> <p>Went well – felt as if the audience was younger A huge thanks to Val for driving the event forward. Complaints to Philip and Jane were around the lack of programme and the membership process. A discussion took place about printing programmes and charging for them but this was thought to be a backwards step. Create a precis of groups that can be printed on 4 pages via website and be put on notice board alongside a full copy of the Programme.</p> <ul style="list-style-type: none"> <li>• Carnival – went very well. Organiser would suggest starting earlier next year. Posters on railings and Library publicity were very effective.</li> <li>• Add prepare for Carnival to calendar in February.</li> <li>• Philip to write a thank-you to Carol</li> <li>• Bourne Show – next year we could run a free membership raffle to attract people to the stall.</li> </ul>	<p>Annette/Sally</p> <p>Sally Philip</p>
7	<p>Comms – way forward</p> <p>Library display boards booked for 2 weeks in October. Team of people working on display content.</p>	Steve
8	<p>Accounts</p> <p>Approved subject to suggested amendments</p>	
9	<p>Recent hiccups</p> <p>Request to Maltings to start booking procedures earlier and to have a contact 5 days a week Val and Steve to meet up with Sarah and Caroline from the Maltings for issues on both sides.</p> <p>Maltings furniture layouts – Steve and Vivienne to take offline then liaise with Maltings in how the process can be improved</p>	<p>Val</p> <p>Val and Steve</p> <p>Vivienne and Steve</p>
10	<p>September social event and/or AGM</p> <p>Now will be on 23<sup>rd</sup> Sept 2-4pm. Format. AGM – from 2:00</p>	

	<p>Peter Glanville's talk about the history of The Maltings and what the Maltings does now. He will emphasise that they are a charity. Tea and Cakes afterwards Barley Room</p> <p>It was requested that proposers and seconders names are taken during the AGM.</p>	<p>Sally to send out invites and voting papers by mid-August. Val to help Sally with format of voting papers and invite.</p> <p>Sally</p>
11	<p>Add Hoc Workshops and Bite Size Engagement Approval sort for moving workshop bookings</p>	<p>Sally and Val to liaise</p>
12	<p>Group issues</p> <ul style="list-style-type: none"> <li>• Theatre Group Use Candy travel to administer and run. Steve to be u3a contact.</li> <li>• Ski Group An existing Group Leader is interested in running a ski trip in a couple of years. He wanted a Beacon email address, but it was thought it should be advertised through eNews and ask people to express interest. U3a insurance would not cover this trip.</li> </ul>	<p>Steve</p> <p>Annette</p>
13	<p>AOB</p> <p>Checked that committee members are not doing anything outside the committee prior to approval from the committee – all agreed</p> <p>A Dropbox to be set up to store photos relevant to Farnham u3a to be used in marketing materials and website</p> <p>To form a relationship with Farnham Foot Clinic enabling members to benefit from a discount, and to research other similar avenues.</p> <p>Unsung heroes – Clive Vinall suggested and unanimous agreement. An award to be made during AGM</p> <p>A member is being stalked by another member. If this is a repeat offence he will be asked to leave.</p> <p>Research the possibility of people paying for their membership using cards and a card reader during Open Morning or similar events</p>	<p>Steve</p> <p>Steve</p> <p>Philip</p> <p>Philip</p> <p>Shree</p>



	<p>Email of praise to the committee for organisation of Open Day shared with committee</p> <p>Links to videos designed to help Group Leaders use Beacon to be included within How to Use Beacon document in the Information for Group Leaders section of our website.</p> <p>Request to committee members to separate reports (what they have been working on) from proposals. Proposals to be in the format</p> <ul style="list-style-type: none"> <li>• What the issues is</li> <li>• Any supporting information</li> <li>• Proposed way forward</li> </ul> <p>Committee members were interested in participating in a summer social event. Dates to be suggested</p>	<p>Annette / Val</p> <p>All</p> <p>Sally</p>
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19/8/24