

## Minutes for Verwood u3a Committee Meeting - 19<sup>th</sup> May 2025

1400 - 1600 at The Hub

1. **Apologies for Absence:** Committee all present [JCM (Chair); HW; JBM; JT; DN; SA; TW; JD (Sec)]
2. **Minutes of Meeting** held on 17/3/2025 were accepted as a true and accurate record and will be placed on the website . **JD**
3. **Matters Arising:** there were no matters arising
4. **Chair Report (Including Beacon, Website and Woodlands):** JCM reported that membership is now at 356. It was agreed that the AGM should highlight the membership increase from last year. Beacon and website are operating successfully (*NB: after the meeting a committee email exchange agreed that the old membership details would now be deleted from Google Drive. Appropriate safeguards had been met and any necessary records had been saved – this item was due for AOB but meeting overrun*). **JCM**
5. **Treasurer Report:** JBM reported that as at 30<sup>th</sup> April 2025, Excess of Income over Expenditure =£10,431; Bank Balances = £18,615 and Hub Costs for April (Creditors total) = £1,235. Figures as at 19<sup>th</sup> May 2025 are as follows: Excess of Income over Expenditure = £10,158; Bank Balances = £17,107; Creditors (payments before end of May 2025) are Hub charges c.£1,400; Coach Costs (Hampton Court) c.£650; National u3a membership fees c.£1400 (assuming 350 members); Debtors (bank receipts expected) Hampton Court cheques c £350. The likely surplus at end of May (month 10) = £7,058. (*NB After the meeting, JD confirmed that the Annual Return to National u3a had been completed and as at March 31<sup>st</sup> 2025, membership = 351. ∴ £1404 is due to National u3a*).
6. **Groups Report:** SA in her new role of Groups Co-ordinator has been in contact via email with all group leaders offering support. There had been 2 responses with Beacon queries and support for data entry would be given for the coming year. Information ref National u3a photography and essay competitions has been promulgated to the appropriate groups. It is recognised that many leaders are very involved with their own responsibilities and were dedicating much time already. Emails will also be sent to Group Leaders with the dates for the Open Day and the Group Leaders meeting. Group meeting dates for 2025/26 need to be confirmed by group leaders with SA to enable next year's calendar to be completed. A timely reminder to Committee was given that Beacon email system (Ionos) does not hold a copy of emails sent so if using Beacon, it is essential to be accurate with the distribution list or ensure a copy is sent to oneself. **SA**

The Health and Wellbeing session had been well attended and the next session is planned. An offer by a Older Persons Nurse Practitioner, Lisa Joyce will be explored for a future session. Trevor Buck (Bird Watching) is stepping down due to family ill health and is exploring replacements. Moira Forbes (Chinese Water Brush Strokes) may not be returning, two of her group members, PM and SC, are currently covering her absence , this will be reviewed. John and Nancy Tolley are stepping down from running Current Affairs- new leader/s leaders tbc. Garden Matters Group format may be needing a rethink to increase viability and popularity.

The new Folk Circle Group had a successful first meeting and the next one is on 21<sup>st</sup> May. SA has been asked by Peter Lambert to explore the need for Table Tennis coaching. SA is offering some coaching to the badminton group beginners already.

The Pickleball Group is exploring matches against other u3a Pickleball groups. Poole, Dorchester, Purbeck and Sherbourne all play pickleball. SA has suggested that they explore a match v one club only to start. SA will meet them again on BH Monday. Considerations raised were reference insurance (u3a insurance cover would be in play for venues) – in particular travel; and whether Pickleball members not in the teams would be happy to give up their courts on those occasions. **SA**

SA is exploring the production of a calendar highlighting groups and their achievements for 2026. Good photographs are needed and several names were put forward. It is recognised that trying to visit every group in session was difficult for one person. **SA**

The Hampton Court Trip is going ahead with 27 attendees. Heathside offer the same trips at a similar cost. DN and JCM met with The Travel Group leaders previously to discuss using Heathside Travel to avoid so many planned trips being cancelled. However, the Travel Group leaders were not keen to use Heathside and wanted to continue with their own itinerary as planned. Discussions are on-going. JT remarked that the local Probus Group had similar issues and it was agreed that a combined trip with Probus could be explored. **JT/SA**

The terms of reference for group leaders is being revised. DN will meet with Melainie Webb (MW) the new Venues Co-ordinator, to train her on calendar and venue booking. Verwood u3a currently uses 7 different venues locally. The Group leaders meeting is being planned, probably for a Friday morning and may take a speed dating format to enable SA and MW to meet all present. *(Post Committee meeting the date for Group Leaders' Meeting was confirmed as Friday 27th June 10-12 at The Hub.)*

The Summer term end was approaching but Pickleball and Badminton will self-fund additional sessions (Pickleball 5 sessions = £142 and Badminton 8 sessions = £227) **SA/DN/JBM**

7. **Chair and Vice Chair:** Committee agreed that the need for a Chair and Vice Chair was urgent and members would be approached once more asking for volunteers. HW would step in if no one came forward, despite taking on other responsibilities outside of u3a. JCM will draft an email for committee approval **ALL**
  
8. **Emails to All Members:** JCM explained that emails to all members should not be too frequent. There are quite a few requests from non u3a organisations. There had recently been one from the Hub for event volunteers. It was agreed that emails advertising non u3a events would not be sent to all members. In addition, u3a event emails to all members would continue to be limited to those deemed essential to promote a special event or herald a new group. The website and group pages will remain as the main source of information.
  
9. **Feedback from 9<sup>th</sup> May Alan Walmsley (AW) meeting:** JCM explained that the request to set up the meeting for local u3a groups had been late in arriving because it was linked to AW attending a memorial nearby. The notice given was then affected by a different venue being explored first. As a result, whilst the meeting had been worthwhile with a number of interesting points made ref advertising and local groups interacting with each other, it had not been well-attended. A local SW area liaison group will be set up and should prove useful. **DN/SA**
  
10. **Membership Year and Grace Period:** New members had signed up since the beginning of April with only a few of sessions left for this year. Therefore, it was agreed that for anyone signing up from June, their membership will be valid for the next academic year (effectively a 15 month membership). This is in line with existing members being able to renew membership in June for the next year. This helps to prevent an Open Day rush. Online payment is now the preferred method. It was also agreed that membership will be considered as lapsed if payment for the new term is not made by 8 weeks from September of a given year.

**Role Descriptions and Policy Docs:** The Role Descriptions have been updated and sent out to Committee for a final check. SA and DN will send relevant amendments directly to JD as there are a couple of errors. The terms of reference for group leaders is being revised by SA and DN. JD raised the question whether Role Descriptions for the Event's Organiser, Webmaster and Beacon Administrator are potentially needed and this will be discussed further as Committee Roles evolve.

JD explained that the Constitution needs amending to reflect the need for more than 2 members to be co-opted on Committee during the year. Verwood u3a is expanding rapidly and the Committee needs more flexibility. It was agreed that this should happen before the AGM if possible. JD also pointed out the requirement to cancel an AGM and reconvene a month later if it were not quorate within 30 minutes was not practical. Any reconvened AGM could proceed as quorate with the number of members present. She proposed that these amendments to the Constitution be drafted and put to members for an online vote as soon as possible. JT agreed to

draft the amendments. GM will be consulted to advise how such a vote can take place.

**JD/JT/GM/JCM**

JT had worked hard on the policy documents and the Data Protection and Health and Safety had been sent to Committee for review. It was agreed that the Data Protection Policy needs a further review to meld it further with the existing very comprehensive Privacy Policy written by GM. JD will undertake this. JT highlighted that the Safeguarding Policy is very involved and JCM agreed to review this. JD will make minor adjustments to the H&S policy to make it reflect the Verwood u3a distribution of responsibilities more accurately.

**JD/JCM**

11. **Christmas Lunch Update:** HW reported that, to date, 40 replies have been received from members interested in attending the Christmas lunch, booked for 17th December. Committee members will continue to elicit interest from members.

**All**

12. **Subscriptions 2025/26:** HW raised the need to keep future subscriptions in mind warning that Hub venue hire increases could be higher in the future. It was agreed that the statement made at the AGM 2024, that 'we do not anticipate an increase in fees for 2025/26 unless there are exceptional and unforeseen circumstances,' would stand, and we will not increase the fees in September 2026. The situation will be monitored closely.

**JBM/All**

13. **Remembrance Sunday:** It was agreed that Verwood u3a will lay a wreath on Remembrance Sunday. Wreaths are available from The British Legion website. DN will lead on planning this event.

**DN/JBM**

14. **Rustic Fayre and Open Day Update:** DN in her new capacity of Events Organiser will lead the u3a in such events. A new gazebo for the Rustic Fayre is needed and will be sourced. A £30 invoice for the Rustic Fayre stall has been received – JBM would query this as the reciprocal arrangement with Rotary over the past few years was that neither organisation would charge for stall space. It was also agreed that other local organisations would be invited to attend the u3a Open Day on 16<sup>th</sup> July 2025 although it is noted that only Rotary attended in 2024. The date of the next meeting will be 7<sup>th</sup> July at 1400 in the Hub not 21<sup>st</sup> July as previously agreed so arrangements for the Open Day can be finalised

**DN/JBM**

15. **Any Other Business:** There was no time for AOB - Meeting closed at 1600.

**Date for Next Meeting 7<sup>th</sup> July 2025 at the Hub (1400-1600)**