

Verwood U3A Committee

MINUTES

Venue. Crane Valley Golf Club, Verwood

Date. Friday 24th April 2026 at 2.00pm

Present:

Treasurer	Sue Bryant (SB)
Bookings Co-Ordinator	Mel Webb (MW)
GDPR (Data protection)	John Tolley (JT)
Membership Secretary.	Kathryn Finn (KF)
Web co Ordinator	Carys Sullivan. (CS)
Secretary	Ray Williamson (RW)

1. **Apologies.** EH

2. **Approval of Minutes.** Minutes of 13th March 2026 approved and accepted.

3. **Matters Arising.** Group leaders to be shown how to update Beacon. As EH is absent, this will be held over and a date will be set.

MW - There is plenty of help/information on Beacon available to members.

MW - A couple of items to clarify as not present at the meeting. Group leaders and managing discount. Needs to be resolved.

GDPR policy not concluded JT has produced a four page document of notes, a copy handed to MW.

There was a shared concern that some emails are not being delivered, resulting in gaps of information. MW expressed concern about the volume of emails received from members, some aiming criticism.

Discussion regarding the monthly newsletter, now in circulation. We will continue to run the emails to members and produce the monthly newsletter (issued 24th day) in parallel until it becomes routine. There will be a need for individual events, quiz or travel through my lens to be emailed still. We will trial this for a period of three months then, if newsletter is successful we will discontinue most mass emails and inform the membership via group leaders

JT - Groups who feel they are not receiving the response they want, will start emailing their own lists.

4. **Chairman's Report** – Not applicable.

5. Secretary's Report. The Trust are sending a membership survey out on 5th May 2026. All responses are anonymous. By sending a bulk email encouraging people to take part the Trust are attempting to discover how to attract more members. JT Asked if the results are published. Do we get feedback. Action RW to find out.

6. Treasurer's Report.

Points

1. Zoom payment now on new Debit card after zooming with Paul Thackerey. I now have the necessary access to Zoom if needed.
2. Membership renewal date on Beacon says 1/9/26. Committee to confirm.
3. RW now on Bank Mandate. As soon as he has online access, previous Chair (LN) will be taken off.
4. LN advised that she has removed herself as contact on the Charities Commission website and put SB as contact but I can't set up an account at the moment and need to talk to LN about this. It looks like the contact address is still that of John Morris.

Fees

Consideration needs to be given to increasing the fees for 2026/2027. Whilst we are not short of funds currently, costs are forecast to be higher than income. Certainly any weekly groups may need to pay a higher excess charge. The fee has been £50 for the past three years it is not unreasonable to ask for a small increase. Better to have annual small increases than one large one after several years.

General discussion regarding renewal dates, pro rata fees.

ACTION – RW to amend renewal date on Beacon to 1st August.

It was mentioned at the 2025 AGM that fees may have to be increased for 2026/2027.

ACTION -SB to produce a forecast using various increases to indicate possible outcomes.

MW – The additional charge made for some weekly groups ought to be increased to cover the costs.

7. Bookings. MW – It is nearly the time when I request dates for next year's desired booking dates. To simplify the process a new form will be circulated to the Group Leaders. As the Hub have increased their prices, other venues may be a consideration.

8. Group Leaders Report. EH absent

1. I have followed up this years new groups (Jigsaw swap, French conversation and knitting small toys). All proceeding well.
2. Digital Photography starting to send in photos to Carys for website and newsletter.
3. GL meeting date agreed for 8 July. Draft agenda and Notes submitted to the Committee.
4. Contacted Dormant Groups. I am pleased to report:
Astronomy to start 3 September - at 18.30pm .MW has booked room
Mindfulness/ Meditation to start 14 September at 5pm? Details pending, once MW has been able to book room.
Carys to be given heads up as publicity will be needed to go on website and in next newsletter.

9. **2025 AGM Minutes** – Committee need to approve a draft version as accurate which will be uploaded to the website. Prior to the AGM these are circulated to the membership for ratification.

AGM 2026 will be held on Wednesday, October 28th at 14.30 hrs at St Michaels Church Hall.

ACTION – MW to book hall. Acoustics are good so no amplification required. Parking is limited.

10. **Constitution** – MW – Last year amendments to the constitution were proposed by JT.

ACTION – JT to resurrect and issue for discussion. Any amendments have to be verified by the Trust, then issued to the members at least 30 days prior to the AGM where it can be ratified by the membership.

11. **Vacant Roles** - Membership to be advised that we can only operate without as Chairperson until the AGM when, should no-one volunteer Verwood u3a will fold.

ACTION – MW to email membership, CS – to mention in newsletter.

A Health and Safety (a no-committee role) and an Events Organiser are also required.

11. **Website update** – CS – The newsletter is very time consuming. I have experienced a problem sending the newsletter as an attachment via Beacon.

ACTION – CS to speak to Gareth. Online Membership form to be amended.

12. **Discount for Group Leaders** It was agreed that the discount should continue but only to one main contact for that group. MW – some seemingly irregularities in subscriptions appear on Beacon, some being only Leaders and not attending any other classes etc. SB – this will become clearer at renewal time, rather than trying to look back.

ACTION All

13 Meeting with Hub representative – Tony 14/4/26 – RW, MW, SB

- MW email given as liaison contact
- Agreed to post out newsletter on Hub noticeboard
- Previous incident regarding a u3a member and a Hub staff member resolved
- Proposed a Wine and Cheese evening and agreed to organise, possibly in October
- Suggested regular monthly Thursday lunches for u3a members with a price reduction
- Suggested the Hub as a Christmas lunch venue with outside caterers
- Discussed organising a Hub Community Open Day at which local clubs could have a stand.
- **ACTION – RW – ask for a confirmed date**

13. **Christmas function** – An email was sent to Howard Wells in response to his offer to organise on at the Remedy Oak. The committee felt an alternative, more local and less expensive venue should be researched.

14. **Emails of note** - previously mentioned

15. **AOB**

- CS – who is dealing with Beacon. RW has arranged to meet with Gareth for tuition in Admin role.
- CS – How do we get notice of new members? KF – via online form to which I respond with the cost, then once SB advises payment, I add them to Beacon
- RW – adding outside events to the newsletter – agreed non-commercial local club and charity events, etc and Hub social events.

16. Date of next meeting Wednesday 3rd June 2026 at 2.00pm at RW home

Meeting concluded 4.13pm

Signed..... Date

Witness..... Date