Verwood U3A Committee

MINUTES

Venue. **At a private address, Verwood**

Date. **Wednesday 3rd June 2026 at 2.00pm**

Present:

Treasurer	**Sue Bryant (SB)**
Group leader Co-Ordinator	**Esme Hernon (EH)**
Bookings Co-Ordinator	**Mel Webb (MW)**
Membership Secretary.	**Kathryn Finn (KF)**
Secretary	**Ray Williamson (RW)**

MW accepted to chair the meeting.

1. **Apologies**. JT and CS

2. **Approval of Minutes**. Minutes of 24th April 2026 approved, signed and dated.

3. **Matters Arising**. SB accepted the role of The Hub liaison Co-Ordinator.

4, **Chair report. N/A**

5, Secretaries report. Listed in discussion points.

6. Treasurers report.

Points.

1. Treasurers report has been sent to committee members. There was a problem with the form CHV1. It has to be completed to make any changes i.e. gift aid. I have received acknowledgement, but nothing else.
2. I sent a message to Kerry Kaley to establish if she wants to continue to be our accounts auditor. No reply as yet.

7. Bookings.

Points.

1. An email was sent out yesterday to all group leaders requesting their dates for the next year.

2. A reminder of the group leaders meeting on 8th July. I have received about 20, accepting the invite.

3. Gareth requested an extra booking for his Ukulele group and offered to pay. It was agreed it will be paid from U3A funds in recognition of the good work they are doing and it’s a community service.

8. Group leader report.

Points.

1. I have followed up this year's 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 an d 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.

5. I have sent out an email to you, about the GL meeting. Dormant groups are in the process of being looked at and set up.

6. Meditation is one example. Jazz GL concerned about the drop in numbers. Needs encouragement to advertise the group, in the Newsletter and at the Open Day.

7. The discussion group has failed because no GL was forthcoming.

DISCUSSION POINTS.

Election of a new chair.

Points.

1. It was made clear the appointment would be from current day to the next AGM where the chair will be up for re-election.
2. A discussion took place reporting our thoughts on the interviews the committee conducted on both candidates Ted Mason and Howard Wells. Focus was on the immediate requirements the committee needs and the qualities both possess. Both absent committee members were contacted prior to the meeting and were comfortable voting by proxy.
3. A vote took place, by a majority Howard took the vote.
4. It was decided prior to any public announcement, SB and RW to meet both candidates and give the result of the vote. ASAP.

Rustic Fayre.

Points.

1. RW has printed, complete the application form and will submit to the organisation. Discussion on requirements and equipment needs for the fayre.
2. Gareth had emailed a summary of U3A property, condition and location.
3. ACTION, compose an itinerary of have's and have nots. Are the Rotary Club open to requests.

Open day.

Points.

1. MW sent out a suggestion of having a scaled down version. Smaller displays etc. It has been stated that previous open days is largely used by members to renew membership.
2. To book Studio 1 at the Hub for three hours, groups sharing tables. Also, for struggling groups to advertise their subject.
3. KF, last year there were at least 100 paper applications.
4. A discussion about possible advertising locations. It agreed Open Day will be on 15th July from 12.30pm to 3.30pm. The Hub have said the room is available for us. Advertising opportunities were discussed.

Hub Open day 1st August.

Points.

1. It's listed as a family day, attracting children and parents. Footfall majority will not be in U3A recruitment category, which is why U3A is positioned in Studio 5 and 6, upstairs. Committee felt the foot fall will not be great.
2. To be listed on the agenda for the next committee meeting.

Flyers.

Picture needs to changed and list of groups updated before printing. Perhaps reduce the font size.

Constitution amendments.

Points.

U3A UK, had returned our application with two slight alterations. These could be open to misinterpreted. The committee accepted the advice and agreed to make the amendments. There was some question about whether it would be further subjected to alterations or refusal. It was felt that having read our application in the first place and recommended just two adjustments, then the rest is OK. ACTION RW, to be resubmitted

Membership renewals.

Points.

1. The application forms need to be clear on, when is the subscription year starting, it hasn't changed on Beacon. It says 1st September. The committee had requested it begins on the 1st August. RW sought advice from Gareth how to alter the dates on Beacon, no prompt of why. He replied with three good reasons it should remain 1st September. His reasoning was read out. 1st, anyone joining within 13 weeks before 1st September, receive a free period 15 months membership. Potential new members receive a good deal. 2nd It has been experienced that people point out there's no point in joining now, not to be seen again. Better to enrol them at the time of enquiry. 3rd For existing members, it gave them a longer period of time to renew. It means you don't have 350 renewals in a short period of time. It can be very hectic for the membership secretary at this time of year; A wide time frame will ease the pressure.
2. Membership renewal form to be sent out to members beginning of July. Discussion took place on the content of the renewal form. EH produced an existing form that met all the necessary questions. Required a few changes dedicated to Verwood etc. This will be changed in accordance and distributed to committee for acceptance.

Subscriptions.

To remain as is, for the coming year. At the GL meeting it will be announced that an increase in subscription will be necessary. We will need to be a position to explain the reasoning. Also inform the membership a month before the AGM. We can decide on the increase amount at a suitable date.

Group leaders meeting.

Points.

1. An Order of Meeting has been written subject to a few additions.
2. It is to reaffirmed that one group leader will be entitled to discount. Some groups have more than one.
3. A statement was written for the group leaders covering the need to increase subscriptions.
4. EH read out her notes for the GL meeting, for approval. The Order of Meeting will be updated and sent out to all GL members.

Webmaster.

Points.

1. U3A UK, announced a new national webmaster who is to assist local groups. I forwarded it to Carys, who said he was a friend of hers and welcomes the opportunity for support and to improve.
2. The recent newsletter needs a slight improvement. Due to an attempt to keep it down to four pages, it was agreed six or eight will be OK.
3. A discussion took place about “facebook” Put back to the next meeting.

Grants available from U3A UK.

SB Local groups can apply from a selection of grants made available to us. One is a Publicity Support Grant. This would cover advertising and publishing materials. This is for £250. SB to make the application.

AOB. MW. A risk assessment has been complete with the new pickleball group leader.

Meeting closed at 4.01pm.

Date of next meeting set Friday 3rd July 2026 at 2.00pm

Signed ………………………………………….. Date.

Countersigned……………………………………………Date.