# Hu3a Trustees Meeting 2

Date | time Thursday 6th May, 2021@ 8:00 PM Location zoom

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Lesley Metcalfe | | Type of meeting | Committee meeting | | Secretary | Barbara Lavender | | Minutes | Lesley | | Zoom manager | Peter Tatam | | **Attendees**: David Campos, ~~Caroline Choat~~, Wendy Foster, ~~Laura Kent~~, Barbara Lavender, Lesley Metcalfe, Mark Pollington, Dilwyn Roberts, Gerry Sexton, Jacquie Smith, ~~Peter Tatam~~  **Documents attached**: Minutes of first Meeting (Hu3aTM1) and this agenda (Hu3aTM2) Minutes of Events Committee, List of Speakers |
| Zoom Link: [Zoom](https://us02web.zoom.us/j/83349810230?pwd=U0h3WkNNdEdMYngydmY3TkI3dkFjUT09) | Web [https://www.haverhillu3a.com](https://www.haverhillu3a.com/group/committee-of-trustees/discussion) |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time allotted |

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Minutes of Meeting 1 | Lesley | 5 min |
| 2 | Sign in Full Committee of Trustees (Executive Committee) | Lesley | 10 min |
| 3 | Arrange subcommittee meeting to plan for open day in September | Barbara | 5 min |
| 4 | Update from Events Team on plans for u3a Day in June | Wendy, Jacqui, Caroline, Gerry | 15 mins |
| 5 | Update from Finance Team - budget for events | Dilwyn, Mark | 5 min |
| 6 | Update on Interest Groups management | Peter | 10 mins |
| 7 | Update on Website | Gerry | 5 mins |
| 8 | Update on Zoom | Peter | 5 mins |
| 9 | AOB | Anyone | 5 mins |
| 10 | Time, date, and frequency of next meetings | All | 5 mins |

## Minutes of this meeting: Approved as correct on 13th May 2021 Text, letter Description automatically generated Chair

|  |  |  |  |
| --- | --- | --- | --- |
| Decisions and notices | | Action to do… | To do by … |
| 1 | All present approved the minutes. | Signed | by Chair |
| 2 | All present declared to uphold the C.O.P and each trustee agreed their roles. | Names and roles added to COP and uploaded to website. | by Chair |
| 3 | It was agreed to plan for the Open Day along the same lines as last year, provisionally 28th Sept 2021 at the Arts Centre. Joint effort from Membership and Events Team. | * Compile list of speakers. * Book Art’s Centre. * Arrange printing. * Involve group leaders. * Oversee plans and delegate any tasks to Events team | * Wendy/Jacquie * Secretary * Barbara * Peter * Barbara |
| 4 | (See minutes of sub-committee, attached)  The sub-committee’s proposals were agreed.  It was agreed to mark 2nd June u3a Day with a publicity campaign but no live event because of continuing insecurity and restrictions.  It was agreed to expand our ‘presence’ to include posters, flyers, website, Facebook, Twitter and local radio.  Consider care homes and GP surgeries to fully access our target audience.  The aim on the u3a day to be raising our profile and signposting to what **will** be available **this year**. To promote the return of group meetings, use of the Arts Centre, monthly speakers, and the Open Day and the Christmas Party.  Ref: Recruitment and Retention material on www.u3a.org | * Produce press release. * Continue to plan promotion materials for release on u3a day and consider covid restrictions for the day. * Personalise with our own photographs. * Gauge the mood of the members (from discussions with group leaders) for an (informal) get-together of existing members in private outdoor location(s) such as a garden party or picnic. | * Lesley/Gerry * Events/Publicity * Peter * Peter |
| 5 | Budget of £150 for u3a Day. Additional costs could be available if justified to the committee.  It was agreed to encourage the use of BACS for membership fees but to allow payment by cash on the day | * Update membership form for new branding and add Hu3a bank details. * Upload new form to website. | * Dilwyn/David * Gerry |
| 6 | * Group leaders are beginning to invite members back into groups, using the website email facility and otherwise. Several members have not renewed their membership with the u3a and this needs to be encouraged.   Note that no-one should be able to access the groups or the website groups area without a current membership.   * Some members have been put off by the option to ‘Follow’ someone. We have not really established what this means in terms of the website but as it is unnecessary it should be removed. * It is fine for group leaders to invite members to join groups again using email, but they should realise that they will only be able to join the website group chat area (where their email is anonymous) if they sign up to the website first. | * Continue to keep Beacon up to date. Ensure that only current members are being approved to sign-up to the website. * Remove ‘Follow’ option on website if possible. * Continue to encourage members to use the website as it may be counter-intuitive that this actually increases their security. | * Peter * Gerry * Peter |
| 7 | General queries and Membership queries are now directed to Barbara. Interest Group queries now go to Peter.  Work is continuing to establish a calendar of events on the website, which could be updated by several trustees. | * Check that all queries/ messages are being received and responded to. * Continue with plans to sync a Google calendar. * Set up a Twitter account to advertise our activities. * Add a direct link connection on website to Hu3a Facebook page. * Contact David Caulfield to arrange our regular involvement and moderation of the Hu3a Facebook page that he set up. Be aware that Facebook is likely to NOT contain the same privacy controls as our website. * Inform all web contacts of Hu3a new web address. | * Barbara/ Peter * Gerry * Gerry * Gerry * Gerry * Barbara/Gerry |
| 8 | Zoom account is linked to Peter’s email address. It costs £15 per month but has been budgeted for the whole of this year.  The main advantage is that you do not have the 40 min restriction on time.  It may soon become unnecessary when speakers and committee can meet in person. Small groups can use the free version where they simply reconnect when their 40 min time limit expires. | * Continue with current arrangement for now. * Advise interest group leaders how to use free version and also how to set up ‘open zoom meetings’ that do not require scheduling and also how to add links to zoom meetings on their website group chat areas. | * Peter * Peter/Gerry |
| 9 | Events committee meeting on Tues 11th May.  Gerry attended a Charities Day last September on behalf of CAB. We could have a stall to represent Hu3a. The Town council may also have other events we could join subject to our time, money and personnel constraints.  Next N&V to be distributed on Friday 14th May  Peter to take photographs of committee.  Due to Lesley’s time constraints, Gerry agreed to help (train) anyone who needed help with technical IT difficulties, subject to his own time availability. | * Contact Caroline with any ideas or contributions. * Investigate dates and possibility of contributing a stall at other town charity events. * Write article from Chair introducing new committee. * Meet for photographs, Wed * Accept requests for help with website, downloads etc. | * Anyone * Events/Publicity * Lesley * All * Gerry |
| 10 | It’s difficult to find a day, time and place that suits everyone so a compromise was made to suit most and aim to change periodically. | Next meeting Thursday 13th at 12 noon on zoom. Apologies from Mark and Jacquie. | All |

Hu3a Events Committee Meeting 1

**Minutes of a Meeting held on TUESDAY, 4TH MAY, 2021 at 11.00 HOURS at 11 Emsons Close, Linton, CB21 4NB.**

**Those Present: Caroline Choat**

**Wendy Foster**

**Gerry Sexton**

**Jacquie Smith**

**Introduction:** Wendy Foster (WF) took the chair and opened the meeting. It was agreed that Caroline Choat (CC) would take minutes of this meeting, and chair and minute take future meetings, preparing an Agenda on each occasion. **(CC)**

The “Events Quartet” introduced themselves, giving a brief background on their area of expertise, their strengths – and weaknesses!

The email dated 4th May from Lesley Metcalfe (LM) giving details of the four positions in the Events Team, were discussed and the following agreed, in line with their capabilities:-

* Events – Co-Ordinator – Caroline Choat
* Speakers’ Secretary – Wendy Foster, assisted by Jacquie Smith
* Publicity Manager – Gerry Sexton

All parties were happy with their specific roles as outlined above. Item 6 under Events Co-ordinator will be added to Speakers’ Secretary. Item 7 relating to IT/AV equipment for meetings and events, not provided by venue, will be assisted by Gerry Sexton (GS). The Committee agreed to work together, helping each other out with tasks not in their remit, as and when required.

**1. National u3a Day – 2nd June, 2021**

The Committee discussed in some detail the challenges we face with organizing an event due to a short lead time, combined with current Covid Rules & Regulations which are still in place. The general consensus was to postpone an event for National u3a Day until 2022 when we have more time to organize a much bigger and better event. The main u3a website has an excellent section dedicated to U3A National Day, with everything that is needed to organize a first class event. Their **U3A Day Toolkit: Activities: Examples & Considerations** is a good starting point!

One possibility is using the Haverhill Recreational Ground with Bandstand as a possible venue for this event, especially with any musical entertainment! It has toilets and a snack kiosk, and is close to the town for visitors either travelling by bus or car, with parking nearby.

Looking at other U3A Groups, many of them were postponing their National U3A Day events for the same reasons mentioned earlier.

However, it was decided that we should mark the day by putting out a Press Release, using our website, social media, local press and radio as a means to promote Haverhill u3a. The following areas of communication were identified:-

* Haverhill Echo
* Haverhill Weekly
* BBC Radio Cambridge
* BBC Radio Suffolk
* Social Media to include Facebook & Twitter
* Distribution of A4 Flyers or Posters (I.e. Haverhill Arts Centre, Library, etc.).

GS undertook to draft a Press Release for the main Hu3a Committee to approve, and will make contact with the local press and radio stations. (GS not sure if Barbara Lavender (BL) does this, but we appreciate she has enough to do!). This is aimed for publication w/c 24 May or 30 May. On occasions, local radio may also suggest an interview slot which, if offered, should be done by LM! **(GS)**

Alongside the news media GS will put the PR on the website, and promote Hu3a on Facebook & Twitter, leading up to 2nd June. Members’ Groups should be encouraged to feed snippets of information with a photograph to GS to keep the social media momentum ongoing. **(GS/GLdrs - Group Leaders)**

A date for the September Open Day needs to be decided by the main Hu3a Committee on Thursday, so we can promote this at the same time, getting people to make a note in their diaries! WF explained that U3A is for retired and semi-retired people, rather than categorized by age, and this should be included in the PR, etc. to widen the audience. **(ALL/Hu3a Ctte)**

An A4 flyer or poster was another option, using photographs (if allowed) of groups’ activities, with relevant contact details, highlighting National U3A Day and our forthcoming Open Day in September. These to be displayed around the town centre, and prominent places (I.e. Haverhill Arts Centre, Library, etc.). CC can create using Publisher but require input and photographs from GLs. Find out from Main Committee about printing of leaflets, etc. **(CC/Hu3a Ctte/GLdrs)**

**2. Hu3a Open Day – September, 2021**

WF and JS gave us a brief account of what took place on the Hu3a Open Day in September. It is usually held at the Haverhill Arts Centre in the morning. The main Hu3a Committee need to decide upon the date in September and check availability with HAC (if not done already by BL). No admittance charge is made and refreshments are provided foc to the visitors. From feedback given by JS on a previous Open Day, the space allocated for membership and payment(s) was extremely tight, with a long queue outside! There was mention of another room downstairs where Hu3a Committee Meetings are held, which could possibly be used. The Events Committee felt that we should visit the venue with BL, LM and any other Committee Members who need to be involved. We can then look at the logistics of the layout of the HAC, to see if we can prevent queues and make it a little more “free-flowing” and less cramped! **(ALL/Hu3a Ctte)**

It was also suggested that we should encourage current members to renew their membership online to cut down the queue on the day. Perhaps the Committee could think of some sort of incentive to get members to do this! (Note! May need another means of access for pre-registered?) **(CC/ALL/Hu3a Ctte)**

**3. Monthly Speakers**

We believe Peter Tatam (PT) had booked the next two Monthly Speakers for May and June? GS has already put details on the website for Alison Mees – Wildlife Photographer on the **Monthly Speaker page** for 25 May. Confirmation for June’s Speaker tba (PT). **(WF/JS/PT)**

WF was quite confident about taking on the responsibilities of Speakers’ Secretary, as it is an area she has worked within previously with other organisations like WI, etc. As it involves a lot of work, JS will help WF.

The previous Speakers’ Secretary, Sandra Cullings (SC) has been in touch with WF, to hand over details of speakers on file, going back 10 years! WF, JS and SC will meet shortly to discuss Monthly Speakers, etc. and will report on this direct to the main Hu3a Committee. **(WF/JS)**

It is the Speakers’ Secretary’s intention to get Monthly Speakers booked for the period from July 2021 to August 2022, and when confirmed, GS will put them on to the **Monthly Speakers** website page, and on Google Calendar. **(WF/GS)**

WF will do the introducing of the speaker to the audience at the beginning, propose the vote of thanks at the end. WF will need help; from GS for setting up Zoom for Speakers as she has only attended them. Therefore, could GS do this to begin with. **(WF/GS)**

**4. Publicity Manager**

GS was happy to take on the responsibility of Publicity with his background knowledge of website design, social media including Facebook and Twitter and general IT skills. As we all are trying to get to grips with our new roles, it will be much easier for GS to carryout the relevant PR for the events through social media, as well as keeping the website up to date. **(GS)**

As indicated in **1.** above, it is important for Group Leaders to keep letting GS have items of news, snippets of information, photographs of activities, just to keep the interest going. **(GS/GLdrs)**

It is our intention in time for GS to train us all so we can help with the website i.e. adding items on to the Calendar of Events, etc. However, CC stressed we need to get GS to check the content for errors, etc. before making it “live” to avoid any mistakes, especially as we are all in learning mode! WF is still having issues with the new website i.e. downloading of documents, etc. which need to be addressed. **(GS/ALL)**

**5. Christmas Party – December 2021**

The Christmas Party is in the form of a buffet luncheon from 12.00 – 14.00 hours approximately. This event is self-funded by members. Unfortunately, it is limited to 120 people, so its very much on a first come first served basis! There is an element of entertainment to include music, singing, raffle and quiz. WF is happy to sort out the quiz. Raffle prizes are donated by members and can be as many as 30-40, giving members a good chance of being lucky at least once! Tables are called one at a time for the buffet, and wine is put on the tables. Date is usually around 3rd December.

Need to book the HAC (if not already done by BL), so we can advertise the event early in the autumn and put it on the Calendar of Events on the website. Also need to get costs involved from Mary Argent at HAC to price the lunch for members.. CC to action, in liaison with BL. **(CC/ALL/BL)**

**6. Other Activities & Events**

GS advised the Committee that he attended **a Charities Day** on behalf of CAB, which was held on the Haverhill Recreational Ground at the end of September, 2020. There were many charities taking part and he felt this might be of interest for Hu3a. They included some activity for the children to keep them occupied whilst parents were engaged with stallholders (i.e. lucky dip, etc.). He undertook to find out more details about this for us. **(GS)**

Another option is **May Day in Auntie Mabel’s Garden** which JS attended previously with Henry Wilson from Reach & the Haverhill Foodbankcharity. It is organized by Haverhill Town Council and held in the grounds at the Haverhill Scouts and Guides HQs in Colne Valley Road. Everyone brought something along with them for the Haverhill Foodbank. The Committee felt it would be a good idea to get Henry Wilson from Reach to be a Speaker, and get members to contribute to the Foodbank as we start to approach the Christmas period. JS will look further into this and report back**.** A charge might apply in aid of Haverhill Foodbank if HW is to speak. **(JS)**

We felt LM’s kind offer of her lovely garden for an event is an opportunity not to be missed! It would make the ideal location for a **Summer Garden Party** for Hu3a members. Perhaps when we are discussing events with the main Hu3a Committee for 2022, we might consider including this for July or August, 2022. Hopefully, by then some normality will have returned to our lives! **(ALL/Hu3a Ctte)**

**Promotion Freebies!**

WF wondered whether we could get pens printed with the Hu3a logo and website address printed on to give away at Open Days, etc. She will find out how much they cost for a quantity of 500. She was going to investigate costs, including the printing of our details on the item. Another item was bubbles for the children, to keep them occupied whilst the adults looked around!

**7. Date of Next Meeting**

The meeting concluded at 12.15 hours. Grateful thanks to WF for providing the venue and refreshments!

The next Hu3a Events Committee Meeting will be held at CC’s at Abbott’s Grove, Hill Lane, Sturmer, Haverhill, Suffolk. CB9 7XP.

SIGNED: DATE:

**SUMMARY & CHECKLIST OF ACTIONS TO DO!**

**ALL = Events Committee Hu3a Ctte = Main Hu3a Committee Members**

**CC – Caroline Choat WF – Wendy Foster**

**GS – Gerry Sexton JS – Jacquie Smith**

**BL – Barbara Lavender PT – Peter Tatam**

**National u3a Day – 2 June**

Draft Press Release **asap** for Hu3a Ctte approval GS/BL

Liaise with Haverhill Echo, Weekly, BBC Radio Stations w/c GS

w/c 17.05 & 24.05.

Social Media via Facebook & Twitter - weekly feed required GS/GLdrs

with immediate effect

Decide on September Open Day date/time/venue now ALL/Hu3a Ctte

Update website with PR etc. including date of Open Day etc. GS

Design of A4 Flyer if required (content required now!) CC/GLdrs

Printing of A4 Flyer – Quantity – Printer – Cost CC/Hu3a Ctte?

Distribution of Flyers – w/c 24.05. & 30.05. ALL/Hu3a Ctte

– Who to do/when?

After the event - Who/what will follow up Hu3a Ctte

**Hu3a Open Day – September**

Decide on date of Open Day and book if not done already CC/BL/ALL/Hu3a Ctte

Site visit to decide logistics for a smoother flow of people CC/BL/ALL/Hu3a Ctte

Arrange meeting with Mary Argent – HAC CC/BL

Discuss idea of pre-registration online for members ALL/Hu3a

Discuss costings for event, venue hire, refreshments, etc. CC/BL/Hu3a Ctte

& AV Technician on site

Publicity leading up to the event – Flyers, News Media, GS/Hu3a/GLdrs

Social Media, Competition? Etc.

***Other things to consider but probably covered by BL!***

Risk Assessment (including Covid!)

Discuss Furniture, IT & AV required – who to provide Hu3a/HAC

Any special requirements

*(Info from Group Leaders of what they require)*

List of Activities – Layout Plan of Activities

What assistance BL requires from Events Committee

**Monthly Speakers**

Contact Sandra Cullings regarding speakers details etc. WF/JS

*Give feedback from meeting, if appropriate* WF/JS

Sort out Speaker/confirm June Speaker WF/PT

Sort out Speakers for period July 2021 – August 2022 WF/JS

As and when confirmed – GS to add to Google Calendar & GS

Website

Introduction, vote of thanks etc. for 25.05 & June Speakers WF

Check venue and AV/IT support required for zoom meetings, WF/JS/GS

Presentations, etc. & liaise with GS as to what needs to be done

**Publicity Manager**

Keeping up a continued presence on website, Facebook, GS/Hu3a Ctte/GLdrs

Twitter, etc. in conjunction with the various ongoing events

Training for website, social media, etc. – later on in the year ALL

**Christmas Party – December**

Confirm date and venue (if not already done) - now CC/BL

Self-funded: Money collected how?

Discuss Menu – costs – August CC/BL?

***To be undertaken end of summer:***

Cost, details, menu, special diets etc. – circulate to members

– is a RSVP date req’d

Quiz – Questions and running it WF

Entertainment – Music and singing? ???

Raffle prizes from Ctte and Members ALL/Hu3a

Seating arrangements – number of tables 10 of 10?

Who does what and when – a brief idea?

Final Numbers & Special Diets advised to HAC

**Other Activities**

Charities Day on Haverhill Recreational Ground – find out GS

details

Auntie Mabel’s Garden – Haverhill Foodbank – Find out JS

More information and how we could be involved?

Summer Garden Party – August 2022 – discuss idea ALL/Hu3a Ctte

Promotional Freebies – Pens & Bubbes – get prices/quantities WF