# Hu3a Trustees Meeting 3

Date | time Thurs13 May 2021@ 12 noon Location zoom

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| Meeting called by | Lesley Metcalfe |
| Type of meeting | Committee meeting |
| Secretary | Barbara Lavender |
| Minutes | Lesley Metcalfe |
| Zoom manager | Peter Tatam |

 | **Attendees** (Apologies assumed): David Campos, ~~Caroline Choat~~, Wendy Foster, Barbara Lavender, Lesley Metcalfe, Dilwyn Roberts, Gerry Sexton, Peter Tatam, ~~Mark Pollington~~**Documents attached**: [Please read]This Agenda, Minutes of last meeting, Minutes of Events committee, Finance Policy, List of Speakers, Risk Assessment template. |
| Zoom Link  | Web https:/www.haverhillu3a.com |

## Agenda Items

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| Topic | Presenter | Time allotted |

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| 1 | Minutes of meeting Hu3a3 | Lesley | 5 min |
| 2 | Update on new committee | Lesley | 5 min |
| 3 | Update on plans for U3A Day | Caroline | 10 min |
| 4 | Constitution and Policy documents update  | Lesley | 5 min |
| 5 | Finances update, including cost of TAM | Dilwyn | 5 min |
| 6 | Update on website  | Gerry | 5 min |
| 7 | Members and Groups management update | Peter | 5 min |
| 8 | Update on plans for Open Day | Barbara/Wendy | 10 min |
| 9 | AOB | Anyone | 5 min |
| 10 | Time and date of next meeting | All | 5 min |

## Text, letter  Description automatically generatedMinutes of this meeting: Signed and approved as correct on 17th June 2021

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| Decisions and notices | Action |  by … (date) |
| 1 | Minutes of last meeting agreed as correct. | Sign and send to Barbara | Lesley |
| 2 | Jacquie has resigned for personal reasons. We appreciated her input and will keep her updated until further notice.Following feedback from events the Committee Roles document can be updated | Send our best regardsUpdate Committee Role Draft2 and recirculate | WendyLesley |
| 3 | See Events Committee Minutes attached.Posters being produced. Design and cost agreed. Approx. 100 A4 posters printed. Locations can be decided by Events committee.Sending email and flyers to members past and present. Preparing press releases etc., inc. Twitter and Facebook.Focus of publicity to be Open Day in September and restarting of Groups in July.Aiming to recruit new members and encourage lapsed members to renew.Peter has taken some photographs of the committee to include in publicity.Lesley has written message from the Chair. | Print and distribute posters as discussed.Continue with plans and meeting in subcommittee as required.Idea of voucher needs a little more thought. Propose at next committee if ideas formalized and costed. | Events |
| 4 | Agreed one of the roles of the Chair is to oversee the gradual updating of policy documents using u3a templates for access via the website. Main aim to demonstrate our best endeavors, by making these widely available on the website. | Complete the Finance Policy as discussed.Produce a form that makes Risk Assessment an easy process for group leaders. | Dilwyn/MarkPeter/Gerry |
| 5 | We do not charge the cost price of the TAM magazine because the price to us and the setting of membership fees is ‘out of step’. We have been charging less than cost for a while. All agreed that we should increase to £3.50 this year. | Update Beacon and associated documentation to inform membership as necessary.  | Barbara/Dilwyn |
| 6 | Website is in continual development and improvement.Not many are using the group chat facility. More pro-active encouragement is needed if this is going to be seen as a benefit for groups. Gerry is working on the ‘contact us’ feature, the calendar and accessing secure working documents for committee use. | Think about a group leaders meeting to discuss new ways and tools to help restart groups in July.Training for those wanting to edit, receive member queries, and those approving requests to join the website.Continue to use email for sharing documents until web access is improved, and improve document referencing on minutes and agendas. | Lesley/Peter/All Gerry/Barbara/PeterEvents TeamLesley |
| 7 | Peter has been continuing to contact group members. July is likely for most groups to restart. | Promote July as official restart month. Allow lapsed members, renewing in July, 2 free months until official new year in September. | All |
| 8 | Progress is best made in sub committees meeting as frequently as necessary. Speakers are being contacted and we need to confirm what arrangements we can offer with regard to zoom and what speakers require.NB: we can pay speakers but cannot comply with their request for charity donations. | Form an Open Day Subcommittee to arrange their own meeting schedule and continue with arrangements as necessary.Discuss with Ben at the Arts Centre about zoomWe will pay speakers and politely suggest they give to their own charity as they wish. | Barbara/David/Caroline Wendy/Gerry/PeterPeter/Barbara |
| 9 | Beacon has been a bit troublesome with setting up the new committee in new roles.Lesley suggested that Barbara take on the admin role. Peter reminded us that it is good practice to have two who are able to cover each role.All agreed in principal that Barbara have full access rights to Beacon | Set up Beacon access correctly for all those who need access. New roles need new passwords. Start with making Barbara and Gerry admin.Gerry to see if he could learn about Beacon to help train all who need it.Make sure Barbara has cover for her holiday so that News and Views can be delivered as usual. | LesleyBarbara/GerryBarbara |
| 10 | This committee now needs to meet only monthly. Preferably timed to feed into the monthly issue of News and Views. | Thursday 17th June at 12 noon on zoom | All |

Hu3a Events Committee Meeting 2

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

**Those Present: Caroline Choat**

 **Wendy Foster**

 **Gerry Sexton**

**1. Matters arising from previous Minutes – Tuesday, 4th May, 2021 (not covered under main Agenda items).**

All matters will be covered separately under the relevant Agenda item. The minutes were approved by all and signed by CC.

 We were sorry to hear that Jacqui Smith had resigned, as she would have been a valued member of the Events Committee.

**2. Feedback from main Hu3a Committee Meeting held on Thursday, 6th May:**

It is quite evident that the Hu3a events, especially the Open Day, are being driven by the Membership Secretary/Secretary (BL), which leaves the Events Committee unsure of what exactly they are meant to be doing! The Committee quite understands BL’s reluctance to handover the venue arrangements as she has been doing it for so long. However, we do believe we could have a fruitful discussion with BL and all other parties involved with the Open Day, to find out *exactly* what each person wants. We would then liaise with Mary Argent and Nick Keeble at the HAC to ensure all requests and arrangements are put in place. This hopefully would allow BL more time to concentrate on the other important aspects of the Open Day.

CC recommends that at the next Hu3a Committee Meeting, a Sub-Committee for the Open Day is formed as LM discussed, to include the three Events Committee members, too. We do not know whether BL has been advised when Mary Argent will return to work from being furloughed, so an appointment can be made for a site visit? It might be an idea to meet beforehand then, to discuss all the arrangements in some detail, so when we visit, we know what we want HAC to provide for us. **(EC/Hu3a)**

**3. Draft Committee Roles**

The Events Committee would like a couple of points to be amended on their particular draft Committee Roles:-

* Events Co-ordinator: Point 6 – “Introduce speaker to audience at the beginning, propose the vote of thanks at the end” to be moved to **Speakers’ Secretary.**
* Point 7 – “Arrange sound, recording, and audience management for event, manage zoom during the event” to be included under Publicity Manager. (Obviously this will be included in the venue brief with HAC’s AV Technician when we’re back to live events).
* GS would like Point 6 under Publicity Manager – “Ensure the regular publication and distribution of News and View item.” – to be removed.

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

The following aspects for the National u3a Day were discussed, agreed and implemented via the Timetable Schedule given below, together with completion dates:-

**Press Release:**  To be penned by the Chair. GS will send **(Tues. evening)** a framework to LM to do a short PR (3-4 short paragraphs) to cover (i) What Hu3a are now doing as we come out of Covid isolation; (ii) looking for new members, including volunteers as Group Leaders for activities *(especially as first week in June 1-7 is also* ***Volunteers Week****!)* and (iii) continue to retain current membership and get back any “lost sheep”! **Required back to GS by Monday, 17 May. (GS/LM)**

**A4 Posters:** CC has drafted a National u3a Day Poster using the main u3a logo for this specific day. CC has checked with PT at Photo Shoot as OK to print, and will send a copy to LM **(Wed.)** for her approval. Needs to be sent to Printers (or similar) for Photocopying by **Monday, 17th May.**  50 copies required. CC needs back by **Monday, 24th May** to then give quantities to WF/GS to distribute around the villages and to put up on Village Hall Notice Boards, Doctors’ Surgeries, etc. w/c 24.05. **(CC/PT/LM)**

**Distribution Areas:**

CC: Sturmer, Steeple Bumpstead, Helions Bumpstead, Ridgewell, Birdbrook

WF: Linton, Horseheath, Castle Camps, Balsham,

GS: Hundon, Kedington, Wickhambrook, Thurlow, West Wratting

High Street: To include HAC (Notice Boards), Medical Centre, Library, Saffron Insurance, M J Pipe, (and any other shops we feel would be suitable), Haverhill Golf Club, B&Q. etc.

Tesco & Sainsbury have a Notice Board which takes a postcard (CC to prepare something suitable). **(CC/WF/GS)**

**Press & Radio Cover:**  GS will make contact with the different media to get some cover and handover the Press Release. Details need to be notified ideally w/c 17.05 so it gets in the papers w/c 24.05. as newspapers come out on Thursday (I believe)? **(GS)**

**Website & Social Media:** GS/CC to receive snippets of information about Group Activities to use on Facebook & Twitter (WF/GS will contribute in their own fields) **with Photographs, please – HU3A/GS/EC - ASAP!**

Ask PT to take a photo of the Committee as Group for website and social media, which he agreed to do probably at the June Monthly Speaker event. **(PT)**

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| **HAVERHILL U3A- NATIONAL U3A DAY CAMPAIGN TIMETABLE** |
| **Task** | **Details** | **Actioned By** | **Req’d By** | **Important Notes** |
| **Press Release** | See **Press Release** Note above  | GS | 11.05. | Required for website, media cover  |
|  | Written PR required back from LM by 16.05 if possible! | LM | 17.05. |  |
|  |  |  |  |  |
| **A4 Poster** | Draft Design submitted to LM/PT for approval | CC  | 12.05. |  |
|  | Final Design to go to Printers to be photocopied as only 50 required  | CC | 17.05. |  |
|  | Printed A4 Poster to be collected from Printers | CC | 21.05. or sooner! |  |
|  | Posters to be delivered to WF & GS by CC | CC | 24.05. or sooner! | Required for putting in Village Halls, etc.  |
|  | Posters to be distributed to three areas as listed above | CC/WF/GS | w/c 24.04. | Req’d for V/Halls |
|  | Blitz Haverhill Town Centre | CC/WF/GS | **25.05. pm - tbc**  | Meet at HAC! New date now req’d!  |
|  |  |  |  |  |
| **Press Cover:** | Take PR to Haverhill Echo & Haverhill Weekly | GS | w/c 17 or 24.05. | Papers come out on a Thursday? |
|  |  |  |  |  |
| **Radio Cover:** | Visit BBC Radio Cambridgeshire, Suffolk & Ipswich | GS | w/c 17.05. & 24.05. |  |
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| **Website:** | Press Release, Flyer, | GS | ASAP | Put up on website |
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| **Social Media:** | Facebook & Twitter – PT & Group Leaders to pass info on to GS/CC + **photos too** | GS/CC/ALL Hu3a! | ASAP | PR + Poster + Power-Point templates from CC (send as JPEGs) |
|  |  |  |  |  |
| **Photograph:** | Photo of Committee – get PT to take one. | ALL/PT | 29.06. |  |

**5. Hu3a Open Day – 28 September, 2021**

Refer to Minute 2. The date for the Open Day has now been confirmed by BL as Tuesday, 28th September, 2021. The Events Committee now awaits confirmation from the main Hu3a Committee of when the Open Day Sub Committee can meet to discuss the Open Day in greater detail, together with a date for a Site Visit when Mary Argent returns to work. **(BL/Hu3a)**

All actions on CC’s **SUMMARY & CHECKLIST OF ACTIONS TO DO!**  for the Open Day still remain at the back of the Minutes as a Reminder Prompt. These will be amended as and when we know what the Events Committee will be actioning.

WF has made excellent progress with the Monthly Speakers for the 2021-2022 Calendar, and all should hopefully be confirmed by say 18.07. **(WF)**

CC will make contact with the Mayor’s Office regarding inviting the Mayor and other dignitaries to the Open Day. Likewise, whilst speaking to the news media, GS will invite the Press, etc. as well. **(CC/GS)**

**6. Monthly Speakers**

**25th May & 29th June Events:**

All arrangements are in hand for the 25th May. PT/WF to ensure Zoom up and running for the Guest Speaker, Alison Mees. PT will introduce the Speaker, open Q&A from the audience and propose a vote of thanks at the end as these two were booked by him. WF to liaise with DR for payment as required. **(WF/PT/DR)**

GS has already put details on the website for Alison Mees – Wildlife Photographer on the **Monthly Speaker page** for 25 May. Confirmation for 29th June’s Speaker tba (Blue Badge Guide from London?) - (PT). GS to add details, when known, onto the website. **(WF/GS/PT)**

WF advised that the screen is set out in front of the stage curtain with advertisements on when the Monthly Speakers events are held, and wondered who sets this up. Can a member of the Hu3a please advise WF/Hu3a. **(WF/Hu3a)**

WF is gradually getting Speakers sorted out for 2021-2022 calendar, using some of the speakers cancelled last year due to the Covid-19 pandemic. Once agreed and confirmed by both the speakers and the main Hu3a Committee, WF will produce a Monthly Speakers Schedule, and GS will put them on to the **Monthly Speakers** website page, and on Google Calendar. We presume that following BL’s conversation with Nick Keeble at HAC, the dates listed below (last Tuesday of each month) are the ones which have been booked at the Haverhill Arts Centre for the Monthly Speakers:- **(WF/GS)**

**2021:** 29th June; 27th July; 31st August – Monthly Speakers

28th September – Open Day

 26th October; 30th November – Monthly Speakers

 7th December – Christmas Party

 **2022:** 25th January; 22nd February, 29th March (AGM with Speaker – short delivery); 26th April; 31st May; 28th June; 26th July; 30th August. – Monthly Speakers

**7. Publicity Manager**

GS has the ”lion’s share” of work to do for the National u3a Day with the Press Release, website, news media, social media, etc. He was happy to do this, and CC assist him where ever possible to maintain some continuity with Facebook and Twitter posts. However, we are very reliant on PT & Group Leaders to keep sending us snippets of what’s happening within their specific groups! **(GS/CC) & (Hu3a/Gldrs)**

We will look at other events publicity etc. in due course, but in the interim, are focusing on National u3a Day, website and social media to raise awareness and promote the Haverhill & District u3a Group. **Please just keep feeding us information to post!**

There are still problems with the Haverhill u3a website which need to be sorted out, which GS is trying to resolve. He continues to add new pages and content to make the website more interesting for visitors and members. **(GS)**

As social distancing pressures start to ease, both CC and WF will get trained up on the website and social media by GS so we can add on and amend events in due course. **(GS/EC)**

**8. Christmas Party – 7th December 2021**

We believe the Christmas Party has been booked for Tuesday, 7th December at the HAC by BL when she spoke to Nick Keeble earlier. Further discussions are required as to how the Events Committee can move forward with the arrangements for this event from BL and Hu3a. We believe that menus and quotations are being obtained? Entertainment also needs to discussed, amongst other things. **(EC/Hu3a)**

**9. Other Activities & Events**

GS is still looking into the **Charities Day** he attended on behalf of CAB in September 2020, and will report back in due course. **(GS)**

We decided to leave **Auntie Mabel’s Garden** which we believe was a one-off event when we came out of lockdown in May, 2020. WF will try and book Henry Wilson from REACH as the Monthly Speaker for 30th November. With Christmas on the horizon, perhaps on this occasion, members can be encouraged to bring festive foodstuffs for the Haverhill Foodbank. **(WF)**

WF thought it might be a good idea to attend the **Christmas Charities’ Market** which is usually held first Friday in December as we would have a captive audience! He will find out more about the Christmas Market and report back. CC suggested that we might produce **£10 Membership Gift Vouchers** which people could purchase as a gift for a friend or relation to give at Christmas. CC will think of a design and costs involved with printing/photocopying in due course. A tombola could be run with members donating items. **(WF/CC)**

**10. Any Other Business**

 **CC Apologies to next Hu3a Committee Meeting on Thursday, 13th May.**

CC sends her apologies as she has a prior commitment. WF & GS are fully aware of what needs to be discussed and agreed, and have undertaken to speak on her behalf.

**Promotion Freebies!**

WF costed the pens which would cost £147 for 500, with printing costs on top. We decided to leave this at the moment, but will continue to look out for ideas.

**Printing of Hu3a Posters:**

CC discussed briefly with PT on Wednesday, the printing of posters for the future. It might be a good idea to design a template with just the Hu3a logo details etc. on as a header and contact details etc. as a footer, leaving the middle section free so we could insert whatever text we wanted to use to promote a specific event, etc. Initially, a larger quantity would be printed of the template, to use for overprinting when required. We could then do small quantity runs for different events, etc. PT has emailed different printers for costs, and is still waiting to hear back from them. **(CC/PT)**

**11 Date of Next Meeting**

The meeting concluded at 13.30 hours. Grateful thanks to WF for providing the venue and refreshments!

It was agreed that we did not need to set another meeting date as we would be getting together to do the poster drop, when we could discuss anything outstanding for the National u3a Day. However, we will keep in touch and update one another by email and phone as actions are completed. We can then decide on the next meeting date when we know more about our involvement with the Open Day, etc. following the main Hu3a meeting on 13th May.

SIGNED: DATE:

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

**EC – Events Committee Hu3a Ctte = Main Hu3a Committee Members**

**CC – Caroline Choat WF – Wendy Foster LM – Lesley Metcalfe**

**GS – Gerry Sexton BL – Barbara Lavender PT – Peter Tatam**

 **National u3a Day – 2 June**

Press Release **asap** from LM LM

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/CC/GLdrs

with immediate effect

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

Design of A4 Poster CC

Printing of A4 Flyer – Quantity x 50 – Printer – Cost CC

(Back by 24.05. or earlier)

Distribution of Flyers High Street & Villages etc. EC

w/c 24.05.

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

**Hu3a Open Day – September**

Date now booked by BL

Date to be set for Open Day Sub Committee meeting BL/Hu3a Ctte/EC

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

With Mary Argent & Nick Keeble – HAC

Invite Mayor of Haverhill & other dignitaries. CC

Invite Press etc. GS

Discuss idea of pre-registration online for members

Discuss costings for event, venue hire, refreshments, etc.

& 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

**Monthly Speakers**

Arrangements in hand for 25th May Speaker – Alison Mees WF/PT

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

Sort out Speaker/confirm June Speaker WF/PT

Sort out Speakers for period July 2021 – August 2022 WF

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

Website

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

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

**Publicity Manager**

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

Twitter, etc. in conjunction with the various ongoing events

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

**Christmas Party – December**

Confirm date and venue - now done by BL as 7th December

***To be undertaken mid-summer:***

Source outside caterer and menus + costs

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 EC/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

**Charities Christmas Market** – (First Fri. in Dec.) 3rd December WF

WF to find out more information on this.

**Printing of Posters –** Get quotes for design and print of a

Template to use for future events CC/PT