# Agenda Hu3a Trustees Committee Meeting 131

# (seventh of 2021)

To be held on 20th September 2021 in the upstairs room of The Haven, Haverhill

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| Topic | Presenter |

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| 1 | Present / Apologies | Lesley |
| 2 | Minutes | Lesley / Fran |
| 3 | Matters arising | Lesley |
| 4 | Treasurers’ report* Monthly Spreadsheet
* Progress on setting up finance subcommittee
* Inventory
 | DilwynMark |
| 5 | Events Committee report* Monthly lectures and rolling screen
* Open Day – tables, PR, honorary certificate,
* Christmas Party
* PR
* Cover for Wendy Foster whilst recovering from operation
 | Caroline |
| 6 | Update on members and groups* Numbers and Beacon
* Risk assessment (general, forms and storage)
 | BarbaraPeter |
| 7 | Governance  | Lesley |
| 8 | Roles of Trustees inc. News and Views  | Lesley / All |
| 9 |  Website* General overview
* Trustee area versus vault, storage of minutes
 | Gerry |
| 10 | Zoom contract | Peter/All |
| 11 | Timing of circulation of reports |  |
| 12 | AOB | Anyone |
| 13 | Time and date of next meeting | All |