

## Minutes – u3a Farnham committee meeting April 22<sup>nd</sup> 2024

1	Apologies: Bruce, Steve	
2	Previous Minutes - Agreed	
3	<p>Matters arising not covered elsewhere:</p> <p>Policies – Philip to suggest owners for policies and share with committee.</p> <p>Lanyards – Sally to purchase from u3a brand centre. Malcolm to share proforma with Sally so users can create their own double-sided name.</p> <p>Feedback of Farnham Connect to be circulated by Jane</p>	<p>Philip</p> <p>Sally &amp; Malcolm</p> <p>Jane</p>
4	<p>Notes for GLs – Val has rewritten the guidance for Group Leaders with assistance from some existing group leaders.</p> <p>Alongside this our website needs to be updated to ensure that help for Group Leaders is in one place. Videos to be created to help Group Leaders to log on and send emails</p>	Val & Sally
5	GL generic emails for programme - Progress is being made and links are being set up between Beacon and Stackmail to enable generic email addresses to route to group leaders personal email addresses.	Annette
6	<p>Open Morning – There was a discussion around timelines for renewal. The outcome was:</p> <p>People can renew/sign up for membership from 1<sup>st</sup> July. From 16<sup>th</sup> July members can email Group Leaders to say that they would like to be a member of that group and include their membership number.</p> <p>The frequency of group attendance by existing members could be considered alongside the number of new members expressing an interest when moving from one year to another and deciding if existing members should get any priority in remaining in the group. Group leaders ultimately decide who the members of their group are.</p> <p>For Open Day group leaders will be asked to provide a 1-page summary of their group. This can be used to hand to interested people and to advertise any groups that are not represented. Val to complete work on grouping the groups where there is a logical link.</p> <p>Book related groups to be located in the Barley Room, along with the Book Swap social activity.</p>	Val
7	Bite Size Engagement – The principle of setting up informal working parties and interest groups, principally aimed at engaging new members is a good one but further work is needed in how to make this a useful addition to our offering.	Jane & Philip
8	Membership Renewal – Previous discussion under Open Morning covered this area.	
9	<p>GL and New Member feedback and proposals</p> <p>GL lunches – Philip to host the first couple of lunches and invite 20 GLs to each.</p> <p>Discounted membership rates for group leaders were not felt to be helpful in increasing group leaders.</p>	Philip

10	<p>Treasurer proposals</p> <p>New bank accounts for groups that have numerous transaction that need to be associated with specific members were agreed. Card reader is needed to pay for quiz entry. 1 card reader is required</p>	Shree
11	<p>Calendar</p> <p>Some specific changes were requested to the calendar and have been made.</p> <p>Calendar discussions led to discussions on membership fees: Gift Aid to be claimed for this year, as per previous years. Budget for 24/25 not to include Gift Aid on accommodation costs for next year. This will considerably reduce the amount of Gift Aid we can claim.</p> <p>Philip to ask for further advice from TAT given our relatively unusual circumstances of hiring rooms for our meetings.</p> <p>Membership fees for 24/25 to rise to £55 provisionally, depending on decision re gift aid.</p> <p>Annual Review can now just be annual accounts with a commentary and a summary from the trustees. This will be added to the E-News</p>	Philip
12	<p>Marketing for upcoming events</p> <p>A committee member to lead on individual upcoming events and a request put in E-News for members to help with publicity and to man Carnival and Bourne Show stand.</p> <p>Val leading on Open Day 15<sup>th</sup> July, Sally to lead on Bourne Show 6<sup>th</sup> July. Steve to lead on Carnival 29<sup>th</sup> June.</p>	Philip
13	Carnival proposal – Steve has offered to lead	
14	<p>Policy following the death of a member.</p> <p>Small changes to be incorporated then published on Web Site.</p>	Philip & Sally
15	<p>AOB</p> <p>Table Tennis to have a budget to carry on until May in 2025.</p> <p>Book exchange to happen in The Barley Room during Open Day</p>	Shree & Steve Jane

