

Minutes – u3a Farnham committee meeting October 21st 2024

[illegible]

	<p>events will be staggered to ensure that there is availability at all events.</p> <p>e) Remembrance Day</p> <p>Andrew has a wreath and we can donate to British Legion, but collect the wreath after a reasonable length of time so that we are not creating plastic waste.</p>	Philip
5	<p>Shadowing committee members</p> <p>Margaret Popovic is in place to support Cynthia and attended today's committee meeting.</p> <p>Shree discussed how much access the person shadowing her should have and she will have access to spreadsheets and could access the demo version of Beacon.</p> <p>Steve would like another person to be involved with marketing. He has arranged for posters to be printed that are in use on display boards, currently in the library.</p> <p>Events shadow to be considered, and a precis written to describe what is needed for it to be advertised at a later date.</p> <p>Add to agenda in January</p>	<p>Shree</p> <p>Philip to put something in e-news</p> <p>Vivienne</p> <p>Sally</p>
6	<p>Email issues</p> <p>Sally shared information she has gathered from Val and Keith as to what issues people are experiencing, including lack of communication between Treasurer and Secretary.</p> <p>It is not understood by committee members how Stackmail works and if that is relevant to the issues. Check with KallKwik to see if there is an alternative to Stackmail, and if not, how this problem can be overcome.</p>	Annette
7	<p>Trips policy</p> <p>Andrew is in the process of writing a policy for Trips.</p>	Andrew
8	<p>Programme</p> <p>Various options were discussed, and it was decided to print 250 programmes and ask The Maltings to sell them for £5 each, which The Maltings could keep. If The Maltings are unable to sell them then they will be available from Monthly and Theme Meetings. If the initial run of 250 is insufficient further copies could be printed.</p> <p>Members will be informed through e-news</p>	Philip
9	<p>Confirm Christmas lunch location, date and time</p> <p>Book The Castle at 12:00 on 16th Dec in order to meet for 1 hour then have lunch</p>	Sally
10	<p>AOB</p> <p>Having set up the display boards that are currently in use at the Library it was suggested that we could ask The Maltings if we can display them there from time to time.</p>	Philip to ask Pete Glanville, in conjunction with request re programme selling

	<p>Web site proposals – Steve has met with Keith who is not averse to getting a web designer involved. The web team’s function is to support the web site rather than come up with a design. The web team has been evaluating the Siteworks offering and the committee would appreciate knowing more of the background of siteworks</p> <p>Next step is to get the sub - committee together to discuss how we move forward.</p> <p>Theme team have started planning next year and would like the Christmas Meeting one week earlier.</p> <p>Sally will not be at next committee meeting due to holiday. She will need to ask for reports etc by Friday 8th Nov in order to prepare prior to going away.</p>	<p>Annette</p> <p>Steve</p> <p>Anette to book</p> <p>Sally</p>
11	<p>Card machine –</p> <p>Steve, Sally and Philip now know how to use the card machine and Christmas Event tickets were sold using it.</p>	