

**MINUTES of Committee Meeting WFSSC  
11th July 2021**

The Chair welcomed those present.

There were 8 attendees.  
34 apologies were received.

The minutes of the previous meeting were approved as a true and accurate record.

**Matters arising:**

1. **Speaker Secretary training-update** – The Speaker Secretary has received training for Beacon and has been given the opportunity to familiarise himself with Sitebuilder.
2. **Newsletter item re. circumstance change**- Confirmed that a regular feature of the Newsletter should be a request for circumstance change. Replies to the Membership secretary who will liaise with the Accessibility Officer. This will appear in the Newsletter once the wording is finalised.
3. **Group leader meeting.** -No date is yet fixed for this as all policies are not yet in place. It was proposed that this meeting be held prior to the Open day in September.

**5. Review of latest Speaker meeting-** notes from the Speaker Secretary are summarised as follows: -

- The July meeting attracted 20 attendees and has been paid for. There were technical issues and feedback has been mixed.
- It was confirmed that the Aug 4<sup>th</sup> “Bowland Mountain Rescue Team” talk by Paul Durham would take place at WFSSC. A screen and projector table are needed and as the Speaker secretary cannot attend, another member of the committee will need to officiate. The fee of £75 + travelling expenses will be donated to the BMR Team. It was confirmed that any other donations, if any, should come privately and not directly from wpvu3a. There will be, as usual, a £2 entry fee. The Speaker secretary will edit the events page and calendar accordingly and send out the usual emails.
- Arrangements for future meetings are in hand.

**6. Progress on Groups re-opening date-** to be left to individual convenors how and when to re-open. North -West u3a advice is to consult Sporting Associations where applicable. It was thought that a blended approach, using zoom and in person might suit some groups.

**7. Membership Update** – There are now 124 members which is almost back to pre-Covid levels.

**8. Volunteering poster-**This is now displayed in the Clubhouse as it is not a u3a responsibility.

**9. Interest group Summary sheet- results of trial-** The trial of this document has been a success and will be passed to convenors at the group leaders’ meeting.

## **MAIN BUSINESS**

1. **Treasurer’s report.[Circulated]**-The bank mandate is still outstanding but will be dealt with by the end of August. There is a slight difference in the Gift Aid because fewer subscribed than expected. £700 is currently in the account with £300 coming in this month. The

increasing use of the clubhouse is incurring costs again now after very limited use over the past year.

**2. Change of Accounts Year End.**

The proposal to change the year end to March was made and justified. Resolved to add this item to the AGM agenda.

**3. Fees for 2021/22 -Resolved to keep the membership year September to August.**

Resolved to put the opt in item in the Newsletter re. the u3a magazine- with the Membership Secretary as the contact point. Resolved to keep the fees at £20 for new members and £15 for existing.

Resolved to revisit this each year.

**4. Policies-** Most are ready to be signed off.

- a. **Results of Web Editor and Accessibility Officer Liaison** - There has been ongoing liaison between the Accessibility officer and the Web Editor and the progress made was reported. It was thought that an emphasis on improving the experience of members was desirable and also on the members personal responsibility. The Accessibility Officer read out the wording being worked on so far which uses the kind of wording suggested above. The form/ request, when finalised, should go out to all members. The issue of the storage of such personal details was discussed. It will need to be made clear to members who will receive and/or store this information. The information may well include medication such as EpiPens which may raise training issues.

Resolved to continue with the development of the form and the Accessibility Policy.

- b. **Signing off** -The Trustees code of conduct was ready to be signed off. It was thought that the rest of the policies could now be uploaded.

**5. Internet security problems esp. e-mail - [Document circulated for consideration]**- There two problems current-a) Emails arriving in spam when they shouldn't and users being told it is an unsafe site, which could be off-putting. It can be fixed but will need tools from a different, more expensive package.

Resolved to pay the increased cost for this as the renewal date is imminent.

**6. Open Day- progress and date.** -A provisional date of 8<sup>th</sup> September was fixed. It is envisioned that each group will have an area to promote their group[s]. It was suggested that in the promotional Newsletter should be a request for every member to bring an additional person. Parking access to the field will be required.

#### **AOB**

- The possibility of a MOTO group was discussed in terms of how to organise. Suggestions were made . Resolved to put out a request in the Newsletter
- The possibility of a local history group was discussed, following a successful history walk. Possible convenors were suggested.
- Resolved to enquire further about the functioning of the Book Share group.

Date of next meeting.

25/8/21