

Minutes of the Committee Meeting 11th September 2019 at WFSSC

Present: AF, NT, GT, MB, IH, JC, LW, GG

Apologies: SP, CB

Gift Aid: progress is being made with our registration to claim Gift Aid. This may take 6 weeks to come through.

Website development: this has progressed as much as possible. Once our membership becomes permanent we will be able to upload photos and devolve control to group leaders.

Publicity: important to keep up the publicity to attract more members and those who haven't yet been able to join. Posters, leaflets and newspapers to be used to achieve this.

Group Convenors: to submit a quarterly update about their group to IH.

Membership: approx. 80 paid up members so far. This is very encouraging. After discussion it was decided to enable online membership payment via PayPal.

Accident Sheets/Risk Assessments: Group convenors to be advised that these can be accessed online. A risk assessment needs to be completed for every venue used.

Policies and Procedures: to be emailed to all committee for discussion at next committee meeting

Inaugural meeting: all very pleased with initial response to both joining the U3A and signing up for groups. More groups to be started so all information must go on website quickly and people encouraged to keep checking.

Payment for venues: this to be done monthly if possible and the invoice sent to IH at end of month.

Monthly newsletter: it is hoped that this will become a feature to be published a week before the Speaker drop ins. Anything for publication to be sent to LW the week before this.

Table Tennis Table: due to the popularity of this group the U3A agreed to purchase another table – to be kept at WFSSC.

Chromecast: is in the pipeline to aid our audio visual equipment.

Date of next meeting: Wednesday 9th October 2019 - 09.00 am at WFSSC