

## **Minutes of the Committee Meeting 13<sup>th</sup> November 2019 at WFSSC**

**Present: 9 committee members**

**Apologies: from 2 committee members**

### **Matters arising:-**

**Report on IT Training-our Training session was a success and attendance was high**

**Publicity report-The newsletter was issued as planned and the Publicity Officer asked for items for the next one by the date agreed.**

**Beacon use.-More that 50% of groups are already in the system**

**Risk Assessment arrangements- There are links to these on the Website**

**Chromecast –is awaiting an internet connection**

### **Main business**

**Policies and procedures sub-committee-several points from this sub-committee were approved including procedures for handling group monies and grievances.**

**Discussion re. sign-up on line for groups- this was deferred for the time being to avoid confusion**

**Method for ensuring effective communication with new group convenors-agreed to use a simple check and date system.**

**Second Speaker Meeting report –the meeting went well with a good attendance and it was decided to trail a ‘Bring a Friend’ scheme**

**A review of Officers roles was planned for 2020**

**Issues re. use of social media- it was thought inadvisable to use these owing to possible misuse.**

**Arrangements for future Drop-in Schedule- the minimum numbers at these meetings was discussed. There will be no Drop-in on 18<sup>th</sup> Dec. and the first in 2020 will be 8<sup>th</sup> Jan.**

**Becoming a full U3A member – we agreed to put this application in this month.**

### **AOB**

- **We agreed to review the fees before membership renewal.**
- **We thanked the Treasurer for his report**

**Date and time of the next meeting- 9am Weds 22<sup>nd</sup> January 2020 at WFSSC**