

**Oliva U3A Committee Meeting  
at 10.30am on Thursday 18<sup>th</sup> November 2021  
Held at Llar de Jubilats i Pensionistes**

**1. Present:**

Barry Purvis (BP)	President	Nancy Benn (NB)	Secretary
Steve Hems (SH)	Vice-President	Angela Garry (AG)	Group Co-ordinator
Julie O'Hagan (JO'H)	Treasurer	Peter Noyce (PN)	Webmaster

- 2. Apologies and In Attendance:** Apologies were received from Denise Hart, Beryl Noyce and Joanne Perez. Terry Calpin was in attendance to discuss the Quiz.

**Minutes**

**Actions**

**3. Quiz:**

Quizmaster Terry Calpin had been invited to the meeting to discuss the quiz re-starting and subsequent lack of response from members. The November quiz, the first following Covid-19 restrictions, had been cancelled due to insufficient interest and lack of team responses. Pre-pandemic, the quiz had been very popular with no-need to advertise and participation from 10-14 team. A minimum of 30 people and six teams (of 4-6 participants) were necessary to ensure viability of the quiz.

Terry and the committee members present discussed the difficulty of communication with members as not all read emails, look on the website or Facebook page. It was acknowledged that Covid was an issue with some members still avoiding mixing socially.

It was agreed that the next quiz would be in February 2022 and, in addition to being featured on the website and Facebook, an email notification would be sent to members 28 days beforehand, with an end-date for submission of teams. A reminder email would then be sent 10 days prior to the quiz. Terry would also notify the team leaders he has saved on his contact list.

**PN**

**4. Minutes**

Of the meeting held on Thursday 19<sup>th</sup> October 2021 were agreed as accurate and will be signed by the Secretary.

**NB**

**5. Matters Arising:**

A response from the gestor was still required to confirm the U3A Public Liability insurance and extent of cover. Feedback is also required from the auditor as to whether cash paid to group instructors and tutors needs to be reported in U3A accounts.

**JO'H  
SH**

**6. Financial Report:**

Due to outstanding reconciliation, J'OH had not circulated the finance report prior to the meeting, but confirmed this would be sent to all committee members by email within a few days.

**JO'H**

## **7. Groups:**

The minutes of the GL meeting held on 4<sup>th</sup> November had been circulated to all committee members. AG gave a summary of the GL who had not responded to the meeting invitation, not turned-up nor sent the Deputy Group Leader (DGL) etc. Submission of group attendance sheets had been sporadic with some GL still not sending-in their sheet or using an old template which does not capture all required information.

Committee members present agreed to send each GL an email with the newest version of the attendance sheet, together with a copy of their group attendance details received so-far. The message would state that missing information needed to be completed by 31<sup>st</sup> December latest, or that group would not be able to operate as part of Oliva U3A WEF 1<sup>st</sup> January 2022, nor use any room booked by U3A.

Committee members present also agreed that it was necessary for each group to have either a GL or their DGL present for the duration of each session, or the group activity could not take place.

AG would send a draft message to the Committee by Monday 22<sup>nd</sup> November and, after approval, the emails to GLs would be sent direct from the President.

**AG/BP**

## **8. Complaints Procedure:**

A draft copy of the Complaints Procedure had been circulated to the Committee by email prior to the meeting. Feedback and suggested amendments would be communicated by email with the final agreed version being uploaded to the website by Monday 6<sup>th</sup> December.

**ALL**

## **9. Membership Update:**

BN had circulated a membership update by email to all committee members prior to the meeting. To-date, there are 414 fully paid-up members with further applications to be confirmed once payment of subscriptions have been received.

## **10. Events:**

Committee members had agreed by email that group meetings, together with travel and events, are on-hold at the present time. This is due to the difficulties associated with the pandemic, that members still seem to be concerned about attending events and because the U3A currently does not have a Travel and Events Officer. Volunteers are welcome for this role.

## **11. AOB:**

Publicity - SH reported that other U3A in the region have updates and articles featured in local press. As Oliva U3A does not have a Publicity Officer, we are perhaps missing-out on opportunities to promote our organisation and attract new members. This role perhaps necessitates two officers – one for printed press and another for social media.

Committee members present agreed that SH would speak to select members to ascertain if there was interest in anyone taking-on the PR role. Committee members also agreed that a PR Officer would need to liaise closely with the Committee, but did not need to be co-opted as a committee member as this may be a barrier for any volunteer.

**SH**

Communication – Committee members present agreed to continue to send a monthly newsletter which would link to content on the website to avoid a lengthy email. In addition and 2-weeks later, a further update would be sent to all members with details of up-coming events to be included in the body of the email. GL could be encouraged to notify their group members of upcoming events, but this would be determined by both the format of the group and willingness of the GL.

**PN**

**To discuss at the next meeting:**

- Storage solutions away from CPC.

**Signed:**

**Date:**