

Minutes of the Committee meeting of 6th August 2024 at Corran Halls.

Present: Penny Earle (Chair), Sue Pollard (Vice-chair), Richard Bosworth (Treasurer), Anne Archer (Secretary), Neil Sutherland (Membership), Joy Sullivan (Groups Co-ordinator), Rosemary Young (Speakers), Bob Batty (Newsletter). Jim and Evelyn McManus, prospective Newsletter editor and Secretary respectively, attended the start of the meeting as observers.

1. Apologies. Graham Cameron.

2. Minutes. There were no minutes from the previous meeting, only an action plan. There was discussion of the need for full minutes and it was agreed that there should be, but brief.

3. Matters Arising

Risk Assessment. The exercise was almost complete. Final thoughts were (1) housekeeping at the start of meetings, e.g. fire exits, printing names in the register. Monthly meeting hosts would announce the fire procedure every three months. (2) Lists which were impossible to complete, 'Gardens and Wildflowers' and 'Out and About', will be covered by instructions issued in emails regarding attendance. **Action:** meeting hosts

Open Morning. Mostly as last year. The display plan is finalised. Neil may need help with renewals and new members. Margaret Batty would be invited to be a 'meet-and-greeter' and one other, preferably a man, is needed. Sue to put something on the website, to include (positive!) comments from group members, gleaned from convenors. Posters to go up 2-3 weeks in advance. Free tea and coffee, Joy and Anne will supply biscuits. All committee members should arrive at 09:00 to help set up for a 10:30 start. **Action:** Joy, Sue, Anne, All

AGM. TAT has agreed to the Constitution changes, but will require a final signed copy. An email will be sent to all members (and a letter to the non-email member) asking for nominations for committee members well in time before the 21-day deadline for sending out all required AGM paperwork including a full list of nominations. Because Richard cannot be at the AGM, the paperwork will include a request for questions to him to be submitted in advance. **Action:** Penny, Anne

Safeguarding and Health and Safety. Having been circulated, these were signed off. Sue would create links to them. **Action:** Sue

Mull and Iona. Penny and Bob had a meeting with Linda on Mull and think the logistics would be extremely difficult. The satellite idea was heavily criticised as not workable for an island situation and a small 'parent' like Oban. A final decision will be made whether to proceed with the group at a meeting on Mull on 5th September, after which further discussion regarding a 'satellite' plan would take place if relevant.

4. Treasurer's Report. Bank approvals: after Anne (Secretary) and Bob (previously Chair) step down, approvals will be made by Treasurer, Chair, Membership Secretary and one Vice-Chair who can make approvals currently - i.e. Graham, previously Membership Secretary.

5. Membership. An email has gone out to all members about the renewals process, which does not require completion of a form for current members. One non-renewal was because of infirmity and inability to get to groups. It was suggested that anyone in that situation could be pointed towards **Online Across Scotland (OAS) and Interest Groups Online.**

6.**Groups.** Guidance for convenors is being updated. Not all convenors are using Beacon yet. 14 people are interested in the new 'Arts Visits' group. The First Aid course has been deferred to the New Year.

7.**Speakers.** The Autumn slots and January and April are known. February and March still to be filled, but possibility of Laura Corbe talking about basking sharks. Donald Shell talks on OAS will be the third Mondays of September, October, November, January and February at 11.00 and will be advertised in the Newsletter. **Action:** Newsletter Ed

8.**TAT.** The new Cowal u3a will have its inaugural meeting on 27th August. Penny had been invited and might attend, as might Bob. '*Fit for the Future*' and our response to Wooler u3a's message of objection to its detail: Bob, though generally appalled, will prepare bullet points of his concerns, especially that the board will vote for the board. He will go to the 'Ask Away' session on the 15th.

Action:

Penny, Bob

9.**AOCB.** Penny thanked Anne and Bob for their service, especially Bob for his long service.

Date of next meeting: 10th September, briefly, after the AGM. Matters to include allocation of tasks for the year.