

**u3a Oban May Committee Meeting
Rockfield Centre, 9.15, 6 May 2025**

Minutes

<p>Present: Penny Earle, Chair; Graham Cameron, Vice Chair; Richard Bosworth, Treasurer; Neil Sutherland, Membership Secretary; Joy Sullivan, Groups Coordinator; Rosemary Young, Speakers; David Hughes</p>	
<p>Apologies: Sue Pollard, Vice Chair</p>	
<p>Minutes April's minutes were approved</p>	
<p>Matters Arising</p> <ul style="list-style-type: none"> ● <i>Changes to Constitution</i> - approved by the committee, though Penny asked to be notified if there were any last minute corrections noted/proposed by Friday eve. Non-officer members only being able to serve 3 terms was discussed. Penny noted they can continue in other roles e.g. Vice Chair. Penny will send off the Constitution to TAT as soon as possible. ● <i>Leaflet</i> - Graham will talk to Healthy Options staff, as discussed, and pass on leaflets to them ● <i>Standing Orders</i> - it was agreed that the name was misleading & that Committee Guidelines would be a more suitable title. Deadline for amendments: 18 May. Penny has started amendments; Joy's note received but needs to add more on Groups. Richard is doing accounts differently from previously - could include this in the Guidelines or in separate Treasurers' Notes. A future Treasurer may choose to use Beacon to record payments, but this would still be helpful. ● <i>Badge trays</i> - Graham would appreciate the help if someone else knows how to make/print badges. Can be done on Word if only a few at a time. Printing could be on label if card impossible.. ● <i>Welcome Pack</i>. Once the Constitution is approved we'll know if our wording is appropriate. TAT model is a bit out dated; Neil will make the wording more up to date & user-friendly adopting some of the wording from the Constitution (once approved). Branding guidelines use much more current phraseology. Neil has discussed such wording with Dennis, Cowal Peninsula Chair, (as he has recently submitted a Constitution). Penny has tried AI to source definitive words on relationship with TAT but not found it very helpful as based on out of date information. ● <i>Committee/volunteers</i> - Ray Leahey will join if absolutely necessary. Penny to email the membership to say it's urgent we fill roles. She's asked a number of possible candidates & will try Margo Sim who was suggested. It was observed that Oban u3a could manage without a chair (a/c constitution) for a short time. 	<p>Penny, ALL</p> <p>Graham</p> <p>ALL</p> <p>Joy</p> <p>Richard</p> <p>Neil & Graham</p> <p>Neil</p> <p>Penny</p>

<p>GCs to be encouraged to ‘spring clean’ their Beacon info., check lists etc.</p> <ul style="list-style-type: none"> ● Joy to find a venue and liaise with Sue re content and Richard re costs (Wellbeing Hub? Rockfield?) ● The paper groups form to be scrapped. Neil to strongly encourage new members to use the portal for signing up to groups as this does generate notifications to the GC. Alternatively they can contact the GC through the website; this goes to the generic email account and is forwarded to GC. It should also be forwarded to Groups Coordinator. It was emphasised that nobody would be forced to sign up electronically if this is not possible; they would be helped by Neil, who would then inform relevant committee members, i.e. Groups Convenor, Treasurer, Chair relevant Group Convenor/s. If the first two methods are used for the majority of new members, GCs will be automatically informed. 	<p>Neil</p> <p>Penny</p> <p>Neil</p>
<p>Membership <i>Current membership:</i> 178 (including 2 Associate Members) Since last report on 31 March :- New members: 7 (including 1 Associate) Resignations: 0 Deceased: 0 <i>Groups sign-up:</i> See <i>Groups</i> item above. <i>Welcome Pack:</i> See <i>Matters Arising</i> above. <i>Membership Form:</i> Neil to experiment with Googleforms/other formats as a possible substitute for Acrobat for modifying the memb. form. Will add the qu. ‘Where did you hear about us?’</p>	<p>Neil</p>
<p>Treasurer</p> <ul style="list-style-type: none"> ● Treasurer’s report - Convenors’ lunch cost difference. Royal was £23 per head. No tip paid at Oban Bay in 2023 and a minimum price agreed. If a like-for-like figure is compared with 2024 the difference is less. Original costs were a minimum of 25 pax @ £18 in 2023 and £20.95 per head in 2024. Explanation on report needs amending. ● The offer of free lunches was again discussed. Change in time of year and increase in groups resulted in 6 more in 2024, so 31 in total. A future committee may wish to discuss alteration of the practice. 	<p>Richard</p>
<p>Speakers Rosemary has a number lined up and will liaise with the next Speakers’ Co-ordinator</p>	<p>Rosemary</p>
<p>Risk Assessment</p> <ul style="list-style-type: none"> ● Penny thanked those who had updated the risk assessments. Only two people’s outstanding: Graham - German/Creative Writing. Richard - Royal. 	<p>Graham Richard</p>

<p>Third Age Trust (TAT)</p> <ul style="list-style-type: none"> • Third Age Trust - Scottish Jamboree. Friday 29 August, Corstorphine. Oban committee would not contribute. 	
<p>AOCB</p> <ul style="list-style-type: none"> • Penny has been asked by Oban Times for comment re library hours and SPT card increases. We're being seen as a representative body in the town • Badges: Penny will sort and bring them to the next meeting 	Penny
<p>Next Meeting Tuesday 3rd June 2025 at 9.15am at the Corran Halls</p>	