

August Committee Meeting Minutes

Corran Halls, 5 August 2025

Present: Penny Earle, Chair; Sue Pollard, Vice Chair; Graham Cameron, Vice Chair; Richard Bosworth, Treasurer; Joy Sullivan, Groups Coordinator; Rosemary Young, Speakers; Julia Bateson, Secretary, David Hughes; Neil Sutherland, Membership

	<p>Apologies: None</p> <p>In attendance: Mary Freer, Charles Woods</p> <p>The meeting commenced at 09:16</p> <p>Chair’s opening remarks Penny welcomed everyone to the meeting, noting that all were present. Charles Woods who was observing with a view to joining the committee at the AGM, was welcomed and introductions made.</p>	
1	<p>Apologies for absence There were no apologies, all Committee members were present.</p>	
2	<p>Minutes of the last meeting The minutes of the meeting of 1 July had been circulated and were agreed to be a true record of the meeting.</p>	
3	<p>Matters Arising</p> <ul style="list-style-type: none"> • Welcome Pack Neil was thanked for his work on the welcome pack. Neil explained that the current version is iteration 3. The meeting discussed the contents of the provisional document; and it was agreed that the document should be renamed ‘Welcome’ rather than ‘Welcome pack’. An amendment/comment to mention ‘special access requirements’ is to be added for clarity. Subject to this amendment the document was approved. It was agreed that the new document is to be added/attached to the membership joining documentation. <p>There was a short discussion regarding the membership numbers.</p> <ul style="list-style-type: none"> • Membership form Neil advised that the membership form was now complete, and it was accepted unanimously by the Committee. The matter of the ‘how did you hear about us’ question was raised and discussed. A new document is to be raised in Dropbox by Neil to contain these comments in case of future analysis. • Committee Succession The Committee were advised that Sue had generously agreed to step in and be Interim Chair pending the appointment of a long-term Chair in due course. A new volunteer to handle Beacon, web-site and publicity will be required. <p>Julia, as business secretary has agreed to undertake a majority of the tasks associated with this position including the printing of newsletter, approved minutes and other appropriate documentation each month for the notice</p>	<p>Neil</p> <p>Neil</p> <p>Sue</p> <p>Julia</p>

	<p>board. Richard volunteered to transport and store the noticeboard, banner, leaflets and associated items.</p> <p>Committee members were invited to add suitable items to the notice board as necessary. It was confirmed that members could use it also.</p> <p>David volunteered to be Groups coordinator and will liaise with Joy to take this forward.</p> <p>Charles agreed to be added to the Committee nominations list.</p> <ul style="list-style-type: none"> • Health & Safety Policy Review <p>Amendments made by Penny including the addition of Risk Assessments being undertaken 'when feasible' were agreed unanimously. The insurance cover note has been updated to 2025.</p> <p>It was confirmed that the Safeguarding Policy had been updated earlier in the year without any changes.</p> <ul style="list-style-type: none"> • Leaflets <p>There have been no changes in the leaflet spreadsheet which indicates that there are some local venues/places that have not had leaflets.</p>	<p>Richard</p> <p>All</p> <p>David Joy</p>
4	<p>Open Morning</p> <p>Graham advised the Committee that the Oban Times article was 'good to go' and is to be sent before the Wednesday deadline the week of publication. Penny is to inform Graham of the contacts at the Oban Times. Graham was thanked for his work on this.</p> <p>Posters for the open morning had been prepared by Penny and were made available at the meeting. Committee members were encouraged to take some for display , with the request that they should be noted on a spreadsheet in Dropbox to monitor their distribution.</p> <p>'Where did you hear about us' questionnaire is ready for the day.</p> <p>A letter sent to conveners about the open morning assumes that all groups will be represented, even groups that are currently full. This will allow everyone attending to understand the wide range of activities/interest groups available.</p> <p>Joy advised that there are two possible new groups, astronomy and drama; and additionally, the creative writing group which had previously been thought to be closing is to continue and a new venue has been offered.</p> <p>There will now be up to 27 groups represented; consequently, some additional 'boards' may be required for the open morning. Joy offered to contact Oban High School to find out if any can be borrowed. Alternatively, some groups could be asked to 'share' a stand/table which in some instances might work well as there are some conveners who look after more than one group.</p>	<p>Graham Penny</p> <p>All</p>

	<p>Subject header banners are being developed by Joy and Neil, and there is a copy in Dropbox if required. Neil will create additional subject header banners to the ones he created in 2023.</p> <p>Corran Halls are providing tea and coffee and Joy offered to purchase biscuits too. 'Meeters and greeters' have been agreed. The tables and seating have been agreed to mirror that seen last year.</p> <p>Graham is to print off 2xA3 'maps' of the hall for use on the day.</p> <p>Preparations will start at 9am. All Committee members should arrive between 9am and 9.30am to assist Joy.</p> <p>Members/prospective members will arrive from 10.30am. The AGM will follow from 11.30.</p>	<p>Neil Joy</p> <p>Neil</p> <p>Joy</p> <p>Graham</p> <p>All</p>
5	<p>AGM</p> <p>Penny would send out agenda, draft minutes and committee nominations by the required notification deadline. It was noted that it is acceptable for the accounts to be sent out later if they had not been examined by the deadline.</p> <p>The likely numbers were queried and Graham is to supply this information to Joy.</p> <p>It was noted that a query had been raised about the 'appointment of auditors' but this was not required in the circumstances. For many years Ronnie Forbes had offered support to the u3a as the 'financial examiner' but has now stepped aside. It was agreed that he should be given a token by way of appreciation and thanks for his efforts.</p> <p>Documentation for the AGM, specifically the agenda, last minutes, committee nominations and financial information are to be uploaded to the web by Sue.</p>	<p>Penny</p> <p>Graham Joy</p> <p>Penny</p> <p>Sue</p>
6	<p>Group coordinator's report</p> <p>See 4 above</p>	
7	<p>Treasurer's report</p> <p>Figures had been circulated prior to the meeting and Richard took the committee through a summary of the financial information. All interest groups cover their costs and make a small surplus except one where just one new member would have made the difference.</p> <p>There was a significant increase in the Third Age Trust costs and this was explained and discussed.</p> <p>There is no longer a 'treasurer's account' available from the bank and the new style of account may incur increased costs. Additionally the Corran Hall's costs/rates are rising, although it has been agreed that u3a will be charged at the 'old' rates until the end of the calendar year.</p>	

	<p>Following a query from the committee Richard confirmed that the new subscription rate will cover these increased costs for the next year.</p> <p>The Committee was advised that the 'Clipper Round the World' race is coming to Oban next July (2026) and if there is a clash with the u3a booking, it may be that an alternative venue may be required.</p>	
8	<p>Membership Secretary's report Neil advised that since the last report at the end of June, there were three new members, and one member had died. Membership is now 183, including 2 Associate members.</p> <p>Action relating to deceased members was discussed and future action agreed; particularly relating to retention of contact/personal details for a short period whilst other actions were undertaken.</p>	
9	<p>Speakers Rosemary has already arranged 2 autumn speakers and two for spring 2026, she has created a guide for a future coordinator and updated Dropbox with information.</p> <p>Graham and Phil Hamerton are dealing with audio visual and technical matters/back up for speakers at monthly meetings or elsewhere when required.</p> <p>The Committee offered a sincere thank you to Rosemary over her contribution as Speakers coordinator, and to Joy as Groups coordinator.</p>	
10	<p>Third Age Trust There is a new appointment 'Chair of Network Links' that may be of use in the future.</p> <p>The Third Age Trust AGM required a registration in order to vote and Sue will take this forward</p>	Sue
11	<p>Other Business The date of the Christmas lunch will be 2 December.</p>	Mary
12	<p>Date of next meeting There will be a short committee meeting immediately after the AGM on 2 September, (30 minutes maximum) from noon.</p> <p>The agenda will be available the week of the 11 August.</p> <p>The committee wholeheartedly thanked Penny for her outstanding work as Chair of the Committee</p>	