

## July Committee Meeting Minutes

**Corran Halls, 1 July 2025**

	<p><b>Present:</b> Penny Earle, Chair; Sue Pollard, Vice Chair; Graham Cameron, Vice Chair; Richard Bosworth, Treasurer; Joy Sullivan, Groups Coordinator; Rosemary Young, Speakers; Julia Bateson, Secretary</p>	
	<p><b>Apologies:</b> None</p> <p><b>In attendance:</b> Mary Freer</p> <p><b>Joining the meeting after the start:</b> David Hughes; Neil Sutherland, Membership</p>	
	<p><b>The meeting commenced at 09:18</b></p> <p><b>Chair's opening remarks</b> Penny officially welcomed Julia Bateson as Secretary, co-opted onto the Committee.</p> <p>Penny also welcomed Mary Freer, who has volunteered to organise the Festive Lunch. She is an attendee, and the meeting welcomed her offer and noted that following the AGM she would join the Committee in this role and as a 'member without portfolio' undertaking one-off projects as time permits.</p> <p>David Hughes joined the meeting.</p> <p>The meeting also discussed the various roles of the committee Secretary, acknowledging that Julia is minutes secretary at this time.</p> <p>Penny and Julia to liaise regarding other secretarial duties before the next meeting.</p> <p>Neil Sutherland joined the meeting</p>	<p>Julia Penny</p>
1	<p><b>Apologies for absence</b> There were no apologies, all Committee members were present.</p>	
2	<p><b>Minutes of the last meeting</b> The minutes of the meeting of 3 June had been circulated and were agreed to be a true record of the meeting.</p> <p>It was commented that the model constitution for u3a Scotland on the TAT website indicates a need to contact TAT regarding Trust Issues in Scotland.</p>	



	<p>the Committee at this time.</p> <p>It was suggested that continuing members of the Committee should get together to discuss a contingency plan for the case of starting the year without a Chair. Penny advised that she has a list of duties available for any potential candidates.</p> <p>The meeting was reminded that all Committee members stand down at the AGM, and a 'disinterested' person then runs the AGM voting where Committee members are reappointed as appropriate. It was agreed that, as the Chair is standing down, she could run the voting.</p> <ul style="list-style-type: none"> <li>• <b>Membership form</b> Neil advised that due to illness, he had been unable to finalise the form, although it is nearly ready in an editable MS Word © format anyway.</li> </ul> <p>GDPR rules and implications were discussed in relation to the tick box/es, with a need for separate boxes for u3a magazine and personal data storage.</p> <ul style="list-style-type: none"> <li>• <b>Risk assessment</b> The risk assessments are complete.</li> </ul> <p>The meeting was reminded that fresh assessments will be required if new venues are found for future interest Group meetings. These should then be added to the checklist too.</p> <ul style="list-style-type: none"> <li>• <b>Privacy Policy &amp; Code of Conduct reviews</b> Following the last meeting, Joy has reviewed the wording on the Code of Conduct and assured that the constitution and current organisational policy are mentioned; so, this outstanding action has been completed.</li> </ul> <p>Graham has reviewed the Privacy Policy and guidance and advised that no changes are needed. However, the 'checked' date on all policies needs to be updated. Penny would update the documents and Sue would update the website.</p>	<p>Neil</p> <p>future cttee</p> <p>Penny Sue</p>
<p>4</p>	<p><b>Groups Coordinator's report</b></p> <p>Joy and Sue were thanked for arranging a Group Conveners meeting in June, which was attended by a majority of the Conveners.</p> <p>Joy reported that they found that there was a need to encourage Group Conveners to read documentation as many of the questions raised were answered in the available material.</p> <p>Sue offered some additional Beacon training. It was again noted that some convenors don't use Beacon because there is no 'reply all' option. However, other aspects of the Beacon system are appreciated.</p> <p>It was noted that there are some Groups where members either do not attend</p>	

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<p>or only attend infrequently. This was agreed not to be an issue for most Groups. Safety issues had been raised and subsequently Sue has made the Pickleball safety document more prominently available on the website in order that other Groups can adapt it as required.</p> <p>Penny had already highlighted the Table Tennis Group's wish to boost their numbers in the newsletter.</p> <p>Creative Writing are looking for a new Group Convenor and venue as Sue Rimmer is stepping down from the GC role. It was further reported that a new venue may have been identified. The arrangements for an entry in the September newsletter, noting that the Group would no longer meet on Kerrera, and the Creative Writing table at the Open Morning were discussed.</p> <p>French Conversation Group is looking for a new venue from the autumn. Various halls/hotels have been approached, and Joy is actively supporting the Group in trying to find a suitable new meeting venue. The Spanish Conversation Group is waiting to see what happens over the sale of the Lancaster Hotel but may well need a new venue too. Thanks were extended to Joy for her work on finding new venues.</p> <p>The establishment of an Astronomy Group has attracted two expressions of interest so far, these have been forwarded to Liz Smith.</p> <p>New members might like to establish other interest Groups, and these could have a table at the Open Morning too.</p> <p>Joy and Sue were thanked for their work in supporting the Group Conveners.</p> <p>Leaflet distribution was raised and discussed, and it was agreed to take this forward in August. It was noted that the new membership form includes a question about how the u3a came to the notice of the new member. The answers to this question may demonstrate the effectiveness of the leaflets in attracting new members.</p> <p>Putting an article in the Oban Times was suggested and Graham will write an article to appear before the Open Day. There was a discussion about the potential of regular contributions in the Oban Times giving reports of presentations at monthly meetings.</p>	<p>Penny/ David A Joy</p> <p>August meeting</p> <p>Graham  Speakers Coord'r</p>
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5	<p><b>Treasurer’s report</b></p> <p>The Treasurer’s report had been circulated prior to the meeting.</p> <p>Richard advised that in previous years there had been an operating profit. But in the current year, if the Mull donation and profit on attendance fees were deducted, there would be a small operating loss.</p> <p>The profits made by Pickleball were discussed, particularly the ‘ring-fencing’ of the profit to be spent on Pickleball activities. Some of the surplus in one Group had been used to offer ‘free’ weeks. Richard had noted that the two Pickleball Groups (Recreational and Competitive) charge different subscriptions. Rental inconsistencies were discussed, and Sue is to ask the Recreational Pickleball Convenor regarding these.</p> <p>Richard highlighted the substantial change in the TAT costs rising from £552 last year to £704 this year. It was recalled that two years’ costs of Beacon in 2024-25 were partly to blame but would not need to be repeated.</p> <p>The u3a Matters cost rise was explained and may be because of the rise in postage costs during the year, coupled with the increase in membership, most of whom request the magazine. It was noted that not all of the contents of the magazine were available online.</p> <p>The Group Convenors’ lunch was more expensive than the previous year, and there are also more Group Convenors than hitherto. Joy reported that the Group Convenors appreciate the lunch, but that many were willing to have the u3a contribution as a ‘subsidy’ towards cost in future.</p> <p>Overall costs during the year were discussed and a suggestion made that the membership fee might be increased. It was recognised that the fees had not risen for many years. Following discussion, it was agreed that the membership fee should rise from £20pa to £25pa; the reduction for ‘partial year’ membership to be increased concurrently, so through the year the new membership costs are to be £25, £15 and £5.</p> <p>Richard was thanked for his comprehensive report.</p>	Sue
6	<p><b>Membership Secretary’s report</b></p> <p>The Membership Secretary’s report had been circulated prior to the meeting and disclosed:</p> <p>Current membership: 181 (including 2 Associate Members)          Since last report: New members: 3; Resignations: 0; Deceased: 1</p> <p>The Spanish Conversation Group have raised sufficient funds internally to support the membership fees of their ‘First language’ speaker for this year and next.</p>	

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7	<p><b>AGM</b></p> <p>Penny agreed to edit the Open Morning poster for approval by email. She would bring copies to the next meeting for all committee members to circulate in the community. She also advised that she will prepare papers and circulate them in a timely manner before the AGM.</p> <p>Julia will be taking the minutes at the AGM.</p> <p>Rosemary agreed to get separate proposers and seconders for nominations at the August meeting, after which 'en bloc' voting may take place at the AGM.</p>	<p>Penny All</p> <p>Julia</p> <p>Rosemary</p>
8	<p><b>Speakers</b></p> <p>Rosemary is writing a 'guide' for the Speakers Coordinator. She is also arranging to update the speakers' list.</p> <p>Initial arrangements have been made for Rob Lightfoot to speak at the October meeting.</p> <p>Other possibilities include a talk about Gilbert and Sullivan in June 2026; and Hugh Cheap (from Mull) to speak about Amulets.</p>	<p>Rosemary</p>
9	<p><b>Third Age Trust</b></p> <p>Joan Kemp is coordinating car shares for those attending the Jamboree.</p>	
10	<p><b>AOCB</b></p> <p>Penny will be away until the day before the next meeting. She would prepare an email to replace the August newsletter if Ray could not replace David, who is unable to edit the September copy. Sue would distribute the email to members in Penny's absence. Sue would also distribute the reminder for the August meet up.</p> <p>Because of her trip, Penny advised that the agenda for the next meeting will be sent out early on 22 July.</p>	<p>Penny</p> <p>Sue</p> <p>Penny</p>
11	<p><b>Date of next meeting</b></p> <p>09:15, 05.08.2025, Corran Halls.</p>	

The business of the meeting having concluded the meeting adjourned at 11 am.