

MINUTES OF COMMITTEE MEETING

Held on Monday, 11th May at 12.30pm, Broom Church

Present: Mary Fyfe (MF), Allison Kershaw (AK), Alison Gordon (AG), Hazel Dunnachie (HD), Shirley Thorogood (ST), Jacquelynne Shore (JS)

No.		Action
1	WELCOME MF welcomed everyone to the meeting which commenced at 12.30 pm.	MF
2	APOLOGIES LR and AW	
3	MINUTES Proposal from MF for HD to do the May Minutes. HD agreed. Minutes from the meeting on the 13 th of April approved.	ALL
4	MATTERS ARISING FROM PREVIOUS MINUTES 1. Complaints should be dealt with under the Complaint's Policy. Microsoft One drive 365 should be used for storing complaints documentation with limited access. Chair creates a sub-committee within the existing committee. Vice Chair would retain complaints against Chair. 2. Discussion on April minutes, items 7 and 8 were removed. 3. In March there was a vote to not take on anymore paid tutors. 4. If a member, not attending a group, doesn't attend or reply after an email is sent from the facilitator, then the member will be removed from the group. 5. Reports to be submitted in both word and PDF.	ALL
5	CORRESPONDENCE – SECRETARY'S REPORT 1. A new marketing plan for the Trust will work to raise the public profile of the u3a movement. They are looking for stories from members who'd be willing to feature in national press. 2. The u3a AGM for 2026 will be held on 14 October 2026. Regular updates will be shared on the website. 3. When an accident happens at a u3a event, it is important to complete an Incident Report Form. Every incident should be recorded and a copy emailed to the Trust. A copy should also be kept for our records. The Trust reports all incidents to their insurers. The window for a claim is three years and can result in a claim, if it has resulted in a serious injury. 4. It is Volunteers' Week from the 1st to the 7th of June. This is an annual celebration of volunteering and a great opportunity to recognise the u3a as a movement. They are looking to feature superstar volunteers from our u3a to feature on their blog and social channels. 5. The u3a Friends newsletter features exclusive members offers for such things as travel, insurance, gym membership and retail. Members are encouraged to sign up on the u3a website and can benefit from new learning opportunities and stories across the movement.	HD

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6	WEBSITE REPORT Update – working well	AK
7	MEMBERSHIP SECRETARY REPORT There are now 686 individual members and 14 associate members. This gives a total of 700 members.	AW
8	GROUP COORDINATOR'S REPORT 1. Due to a bereavement the Yoga Tutor was unavailable, and the group meetings were cancelled on 9th, 16th & 23rd April but because of the short notice, the hall hire was still due to be paid. 2. Email sent to all Facilitators advising them that the Facilitator will be the one point of contact and that we would no longer have co-facilitators as this system was not working. Copy of the new Group Leaders Template was also sent just for information on 26th April. 3. Church Hall room bookings are due to be made in June. Facilitators have been asked to submit dates for 2026/2027. 4. 35 members of the Keep Moving Group paid the quarterly fee timeously and without any issues, but no new members have yet been added to the group nor non-payers removed. EG spoke to LR & RA and it was agreed that she will shortly take over as KM Facilitator. 5. New Accessibility group created. 6. LG takes over as the Garden Visit Group Facilitator. 7. TAM figures (411) submitted. 8. Conversational Italian group meeting on 6th May cancelled. ASDA were unable to change the booking to the following week, but the group may meet in a café instead. 9. Popular Psychology group 26th May cancelled. Luckily, ERC agreed to waive the hall hire fee. 10. Urban Sketching group were due to meet indoors in winter in the Clarkston Library but the library feels that the room may be too small. Alternative accommodation being sought. 11. Completed Accident form sent to HD for filing. Incident at GV on 28 April when a member tripped and fell. She was checked on by a retired Doctor but said she was fine. The NTS at Branklyn Gardens also completed an Accident form. I spoke to the member on Friday 1st May, and she has a scratch on her arm and a bruised knee but feels ok. 12. SA has suggested a pop-up Cyanotypes group. Slight concern over the use of chemicals but will contact her for more details. 13. No Committee meeting in January 2027. The Iona Room booking has been submitted for all other dates. 14. The Columba Hall has been booked for 2026/2027 Monthly Meetings. 15. ERu3a will take part in the national 2026 u3a Spring Charity Festival. An expert team will compete in the Tuesday competition, and the Friday Bridge group will host an event, open to all, on 22nd May. Donation to a charity is optional – any suggestions which charity?	AK

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	<u>BEACON</u> Beacon Online Renewals working well with over 160 members having renewed their membership without any problem. Apple Pay can also be used to make payment. Members have been asked to cancel their Standing Orders. JS has contacted the members without email to advise them that the renewal process has started. Is the Gift Aid Poll still needed? It will be left in place meantime but will become more and more out of date and replaced by the Gift Aid Log. <u>WEBSITES</u> Gradually being updated to remove references to 'Co-Facilitator'. <u>SPEAKERS</u> The 2026/27 Programme for Approval <table border="1"> <tr> <td>19th August 2026</td><td>Hildegard Berwick</td><td>AGM & Glasgow's Great International Exhibition 1901</td></tr> <tr> <td>16th September 2026</td><td>Catherine Crawford</td><td>Alzheimer's</td></tr> <tr> <td>21st October 2026</td><td>Stuart Nisbet</td><td>Giffnock Sandstone- The Forgotten Story</td></tr> <tr> <td>18th November 2026</td><td>David Garbutt</td><td>Escape from Stalag C</td></tr> <tr> <td>16th December 2026</td><td>Stuart McColl</td><td>Christmas Party</td></tr> <tr> <td>20th January</td><td></td><td>No Meeting</td></tr> <tr> <td>17th February</td><td>Ian Gordon</td><td>Burns Celebration</td></tr> <tr> <td>17th March</td><td>James Gardiner</td><td>The Clydebank Blitz</td></tr> <tr> <td>21st April</td><td>Alison Hepburn</td><td>Glasgow Street Aid Part 2</td></tr> <tr> <td>19th May</td><td>Murray Shaw</td><td>CWGC Commonwealth War Graves Commission TBA</td></tr> <tr> <td>16th June</td><td>Hildegard Berwick</td><td>Lady Artists</td></tr> <tr> <td>21st July</td><td>Brian Young</td><td>The Secrets of Hadrian's Wall</td></tr> <tr> <td>18th August</td><td></td><td>AGM</td></tr> </table> Discussion re Xmas Party suggestion from SM, agreed to proceed.	19th August 2026	Hildegard Berwick	AGM & Glasgow's Great International Exhibition 1901	16th September 2026	Catherine Crawford	Alzheimer's	21st October 2026	Stuart Nisbet	Giffnock Sandstone- The Forgotten Story	18th November 2026	David Garbutt	Escape from Stalag C	16th December 2026	Stuart McColl	Christmas Party	20th January		No Meeting	17th February	Ian Gordon	Burns Celebration	17th March	James Gardiner	The Clydebank Blitz	21st April	Alison Hepburn	Glasgow Street Aid Part 2	19th May	Murray Shaw	CWGC Commonwealth War Graves Commission TBA	16th June	Hildegard Berwick	Lady Artists	21st July	Brian Young	The Secrets of Hadrian's Wall	18th August		AGM	
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9	TREASURER’S FINANCE REPORT Finance Report - April 2026 Summary 1. Payments totalling £6,484 made in April. 2. The bulk of payments relate to room hire and the annual payments to TAT. 3. Bank balance, including PayPal as of 30 April 2026 is £5,031 plus the 32-day notice account. £10,350 totalling £15,381. At the same time last year, the balance was £19,765. The difference to previous years’ balance is due to the payments to TAT being made earlier this year. 4. Beacon and Bank reconcile. <table><tr><td rowspan="3">SUBSCRIPTIONS [excl. PP fees]</td><td>Bank</td><td>PayPal</td><td>Total</td></tr><tr><td>24.00</td><td>3740.00</td><td>3764.00</td></tr><tr><td>1</td><td>156</td><td>157</td></tr></table> <table><tr><td>RECEIPTS</td><td>Bank</td><td>PayPal bal</td><td>Beacon</td></tr><tr><td>Bank Subs</td><td>24.00</td><td></td><td></td></tr><tr><td>PayPal Subs [net]</td><td>3612.05</td><td></td><td></td></tr><tr><td>Adj/Contra entries</td><td>47.00</td><td></td><td></td></tr><tr><td></td><td>3683.05</td><td>47.13</td><td></td></tr><tr><td>Total</td><td></td><td>3730.18</td><td>3730.18</td></tr><tr><td>Difference</td><td></td><td></td><td>0.00</td></tr></table> <table><tr><td>PAYMENTS</td><td>Bank</td><td>PayPal</td><td>Beacon</td></tr><tr><td>Hire of halls</td><td>1250.00</td><td></td><td></td></tr><tr><td>PayPal Fees</td><td>0.00</td><td>80.82</td><td></td></tr><tr><td>TAT</td><td>4812.20</td><td></td><td></td></tr><tr><td>Hospitality</td><td>54.39</td><td></td><td></td></tr><tr><td>Sundries</td><td>325.82</td><td></td><td></td></tr><tr><td>Adj/Contra entries</td><td>42.00</td><td></td><td></td></tr><tr><td></td><td>6484.41</td><td>80.82</td><td></td></tr><tr><td>Total</td><td></td><td>6565.23</td><td>6565.23</td></tr><tr><td>Difference</td><td></td><td></td><td>0.00</td></tr></table> AG	SUBSCRIPTIONS [excl. PP fees]	Bank	PayPal	Total	24.00	3740.00	3764.00	1	156	157	RECEIPTS	Bank	PayPal bal	Beacon	Bank Subs	24.00			PayPal Subs [net]	3612.05			Adj/Contra entries	47.00				3683.05	47.13		Total		3730.18	3730.18	Difference			0.00	PAYMENTS	Bank	PayPal	Beacon	Hire of halls	1250.00			PayPal Fees	0.00	80.82		TAT	4812.20			Hospitality	54.39			Sundries	325.82			Adj/Contra entries	42.00				6484.41	80.82		Total		6565.23	6565.23	Difference			0.00
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10	(a) Final Annual Report ending March 2026 and Examiner's Report Circulated to Committee prior to meeting which was subsequently approved by the committee. Annual Report will be sent out to the members prior to the AGM. (b) AG changed the name of the activities account to our official name to enable charity status. It currently sits under a different business within the bank which will require us to close this one and open up a new one. This will save £4.25 and will be under the correct business. A vote in favour of this was approved.	AG
11	Gift Aid – Section 2.3 AG will review the Gift Aid Policy and report back at the next committee meeting to make a final decision on how much we can claim. Due to rising costs, AG proposed to increase the annual membership fee to £30. Membership has not increased in price for 4 years. Membership Payments The online system is extremely efficient and has reduced time spent for the committee. Although this is our preferred method of payment, we will not refuse to accept payments from other sources.	AG
12	Monthly Meeting May 2026 Beetle drive on the 20th of May, Columba Room, Broom Parish Church, Newton Mearns, G77 5HN. All members welcome. ST to organise prizes.	AK
13	AOCB MF advised Zoom meeting arranged for Tuesday 19th May to discuss roles and what being a trustee means, will be rescheduled to a later date. JS to take over mobile phone for members – unanimous vote Discussion on Agenda next month - June AGM	MF/JS
14	Meeting closed at 2.30 pm Next meeting – Monday 8th June at the Broom Church Iona Room	ALL