

MINUTES OF COMMITTEE MEETING

Held on Monday, 13th July at 12.30pm, Broom Church

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

Apologies: Annie Wills (AW)

No.		Action
1	WELCOME MF welcomed everyone to the meeting which commenced at 12.30 pm.	MF
2	MINUTES Minutes from the meeting on Monday 8 th June were approved.	ALL
3	MATTERS ARISING FROM PREVIOUS MINUTES None	
4	CORRESPONDENCE - SECRETARY'S REPORT On the 2 nd of July the National u3a have opened up nominations for a Trustee position on the Board and they are looking for as many applications as possible. This is a brilliant opportunity to play an important role in shaping the future of the Trust and the u3a movement – more details to follow. The deadline for applications is Thursday 30 th July. Full details on the role, with information on how to apply, are on the u3a website linked below. https://us.listmanage.com/Uiz_1XWEZoe? e=45158ae956&c2id=d6b191ab7aa248ca558fde5c7973297f u3a week 2026 u3a week: 19 – 27 th September This year's theme is expanding horizons. There will be a brilliant line-up of online talks and events for us and our members. Across social channels, they'll be asking people to expand their horizons and try something new just for fun. They would love to hear from members who are willing to take part and see what they might discover for the first time. If our u3a is planning to take part, or would like any ideas or resources, please send an email to communication@u3a.org.uk .	

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5.	Updates (a) Beacon Beacon Online Renewals – 37 members have not either renewed or resigned and they will be lapsed and removed from groups if they do not pay within the grace period. However, despite reminders several members forgot to cancel their Standing Order and paid twice. An article in the June Chitchat advised that future Standing Order payments will be treated like a donation to our charity. Beacon system working well. (b) Website The Walking Group webpage was corrupted but has since been rebuilt. Facilitators reminded to update their webpages to remove photos which include anyone who has not renewed their membership for 2026/27. Email sent to the Trust requesting a customisable copy of their Recruitment Video. Sometime in October, Kate Cowan from the Trust will give an online talk about Copyright.	
5(c)	GROUP COORDINATOR'S REPORT - Thanks go to DM for facilitating the Russian & Italian Level 2 groups so well and for so long. He has now resigned his ERu3a membership, but both groups will continue. - JS has offered to facilitate the Russian group, but the group will take an August & September summer break. The room hire has been cancelled. - CMacP will facilitate the Italian Level 2 group. - Pickleball group has been cancelled. - AK attended online the u3a Scotland AGM. The subs will remain the same as last year for 2026/27 @ 10p per member. New Inverurie u3a is up and running so now there are 53 u3as in Scotland. - Backgammon group is meeting in a café during the summer. - LR advised that all KM classes in July were covered but did not disclose that he had arranged for a known subcontracted tutor to cover two KM classes in July when their tutor Val is on holiday, which breached the committee decision that no new paid tutors would be hired. Val has been advised that this is not acceptable and EG has arranged walks instead. - Met with new KM Facilitator EG to do a handover and explain the importance of GDPR and the facilitator responsibilities. The next quarter fee was set at £16, and several new members have now joined the group. The tutor will use the stage which will allow even more people to join the group.	

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	15th June 21 members 22nd June 25 members 29th June 28, members 6th July Walk. 9. Sewing group to take a summer break during the school holidays. 10. Friday Bridge group members have paid a fee £10pp to allow them to meet weekly until January. 11. Photography Group changed their meeting date as the Bank Neilston would be closed. 12. Facilitators Lunch invitation issued 16/6/26 and group created. Fifty acceptances. 13. Comealong Singalong group cancelled their June meeting at short notice, so hall hire is still due to be paid. 14. Crime Book Groups – both the Thursday and Friday groups have reported low numbers attending. An invitation was sent to one hundred new members, and each group got two new members. The numbers will be monitored and consideration given to merging the groups. 15. AM Genealogy Facilitator has resigned. If another facilitator cannot be found the group will fold. 16. BH suggested a MOTO Sunday group. Awaiting further details. 17. DC cancelled the July meeting in the library for both the German and French Intermediate groups at short notice, so hall hire is due to be paid. 18. SM cancelled August My Tunes group due to low numbers. He may consider a change of venue from Barrhead to Newton Mearns 19. Role descriptions prepared for Webmaster, Speaker Organiser, Membership Secretary, Groups Coordinator and Facilitators. 20. Concern over whether WhatsApp is GDPR compliant as members mobile numbers are visible to everyone. <u>SPEAKERS</u> The June speaker from Scottish Charity Air Ambulance was interesting and £265.00 was raised. The July speaker is Kayleigh MacLean from The Dogs Trust. Kayleigh may bring a dog with her to the meeting, and this has been ok'd by the Church. Unfortunately, Stuart McColl has indicated that he wishes to step down as Speaker Organiser. Stuart will do a handover to the new post holder and of course he will be back to entertain us at the Christmas Party in December. Many thanks go to Stuart who has been a wonderful and often very humorous compere.	

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5(d)	TREASURERS REPORT June 2026 Summary 1. Payments totalling £1,563.73 made in June. 2. The bulk of payments relate to room hire. 3. Bank balance, including PayPal as of 30 June 2026 is £13,853.24 plus the 32-day notice account £10,381.96 totalling £24,235.20. <table border="1"> <thead> <tr> <th>RECEIPTS</th><th>Bank</th><th>Beacon</th></tr> </thead> <tbody> <tr> <td>Subscriptions</td><td>2468.00</td><td></td></tr> <tr> <td>PayPal Subs [net]</td><td>2133.23</td><td></td></tr> <tr> <td>Donations</td><td>24.00</td><td></td></tr> <tr> <td>Adj/Contra entries</td><td>72.00</td><td></td></tr> <tr> <td>Total</td><td>4697.23</td><td>4649.23</td></tr> <tr> <td>Difference</td><td></td><td>48.00</td></tr> <tr> <td></td><td colspan="2">Duplicate subscriptions</td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>PAYMENTS</th><th>Bank</th><th>Beacon</th></tr> </thead> <tbody> <tr> <td>Room Hire</td><td>1276.00</td><td></td></tr> <tr> <td>Hospitality</td><td>7.85</td><td></td></tr> <tr> <td>Speaker Fees</td><td>40.00</td><td></td></tr> <tr> <td>Licences</td><td>167.88</td><td></td></tr> <tr> <td>Adj/Contra entries</td><td>72.00</td><td></td></tr> <tr> <td></td><td>1563.73</td><td>1563.73</td></tr> <tr> <td>Difference</td><td></td><td>0.00</td></tr> </tbody> </table>	RECEIPTS	Bank	Beacon	Subscriptions	2468.00		PayPal Subs [net]	2133.23		Donations	24.00		Adj/Contra entries	72.00		Total	4697.23	4649.23	Difference		48.00		Duplicate subscriptions		PAYMENTS	Bank	Beacon	Room Hire	1276.00		Hospitality	7.85		Speaker Fees	40.00		Licences	167.88		Adj/Contra entries	72.00			1563.73	1563.73	Difference		0.00	
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5(e)	<u>Membership - Members</u> Associate Members 13 Individual Members 668 Total 681 37 Renewals Outstanding (3 have promised to settle soon)	AW																																																
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6	<u>Sub Committee Report to Review Role Description</u> This meeting was held on 17th June 2026 – refer to attached Minutes below. The proposals were discussed and agreed by the Committee. EAST RENFREWSHIRE U3A SUB COMMITTEE REVIEW OF COMMITTEE ROLE Sub Committee members Mary Fyfe – Chair Alison Gordon – Treasurer Allison Kershaw – Groups co-ordinator Meeting held on 17th June 2026 1. The List of roles were reviewed and the following recommended changes were made: a. The role of secretary should include responsibility for taking and circulating the minutes of each committee meeting and once approved, post on to the ERu3a website. The secretary should take responsibility for ensuring ERu3a meet the GDPR regulations b. The role of web master should include technical advisor for u3a equipment and that the role would no longer provide support for members' own IT equipment. c. The Membership secretary should also take on the role of treasurer deputy to ensure cover during any treasurer's absences. In addition, the membership secretary will advise the Third Age Magazine of any membership changes. d. Accessibility advisor role should also cover the fire safety and meet and greet at monthly meeting. e. The vice chair role should be the contact for any marketing/publicity directives from The Third Age Trust. 2. East Renfrewshire u3a currently has role descriptions for each role. After evaluation of these roles, it is recommended that the draft role descriptions from the Third Age Trust should be adopted as they provide much clearer descriptions than those held by ERu3a. The draft role descriptions from the Third Age Trust covered the following roles – Chair, vice chair, treasurer, groups, facilitators (groups leaders), membership secretary. The draft role descriptions have been personalised for East Renfrewshire u3a. Where East Renfrewshire u3a has additional roles, the TAT format has been adopted. This is to ensure continuity. 3. The proposed revised list of roles for East Renfrewshire u3a is as follows: - a. Chair b. Vice chair c. Secretary d. Treasurer e. Groups co-ordinator f. Beacon g. Webmaster	
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	h. Membership secretary i. Hospitality co-ordinator j. Accessibility advisor k. Policies and procedures l. Chit chat editor m. Chit chat liaison n. Pat testing and Asset Register. The meeting closed at 5.45pm	
7	AGM - Wednesday 19th August 2026 MF discussed and tabled the proposed Agenda for the Meeting and it was agreed that with only minor changes, HD would issue to all Members.	HD
8	Monthly Meeting July 15th 2026 This month's meeting will be presented by The Dogs Trust, the UK's largest dog welfare charity and the Church have agreed one of their dogs can be present at the meeting.	
9	AOCB (1) LR raised a point about how facilitators are changed, a discussion followed and MF agreed to see how other u3as dealt with the subject. (2) Pat Testing ST raised this subject of outstanding testing and later that day AK sent out an email to Facilitators regarding this issue.	AK
10	Meeting closed at 3.15 pm Next meeting - Monday 10th August at 12.30 pm at the Broom Church, Iona Room	