

MINUTES FROM TRUSTEE MEETING HELD ON THE 24th MARCH 2026

Attendees: Tricia Newell (TN), Kim Robinson (KR), and Graham Friday (GF)

Apology: John Williams (JW),

Issues	Actions
Minutes from the meeting of the 13 th Feb.	Approved
<p>Co-option of Trustees</p> <p>Following the article in the March newsletter, two members have come forward to assume Trustee Roles.</p> <p>In accordance with section 18.2 of the Constitution the meeting agreed (including JW who had voted by proxy) to co-opt Marion Lang and Moira Blackman as Trustees.</p>	<p>GF to meet up with both ladies and take them through the induction and signing of the declaration.</p>
<p>Appointment of Secretary</p> <p>Appointment of Marie-Christine Clarke (MCC) to the role of Secretary. This will not be a Trustee role. The meeting considered the task list left by the previous Secretary and identified the tasks that were general administration which the new Secretary could undertake. The other, more policy related, tasks will be allocated out among the Trustees with the formal allocation being agreed at the next Trustee Meeting.</p> <p>The new Secretary's tasks will be.</p> <ol style="list-style-type: none"> 1. Organise and minute meetings of the Trustees Group 2. Organise and minute Annual General Meeting (plus and EGMs or Meetings to Approve Fees) 3. Maintain the annual Trustee and Event calendars. 4. Manage and respond to all correspondence coming into the u3a. 5. Manage and maintenance the u3a records and documentation store. 6. Assist the Chair with the formal induction of new Trustees. 	<p>TN & GF to meet up with MCC to introduce her to the role and tasks required.</p>

<p>7. Undertake Role of Office Manager</p> <ul style="list-style-type: none"> i. Manage the store of equipment. ii. Maintenance the Photocopier iii. Manage the relationship with Crawley Community Action with respect to the lease of the office at The Orchard. 	
<p>Financial issues</p> <p>The meeting approved the purchase of a new printer for Jean Manual, as her old printer had worn out whilst undertaking her Membership duties. The cost will be £200.</p> <p>GF inform the meeting of a financial irregularity that had become known in another u3a. The meeting was happy that our financial procedures would not allow that to happen, but it would be good for the GLs to be made aware of it.</p> <p>The meeting formally noted that the Short Mat Bowls group had been closed. GF informed that the meeting that the Group would be asked to write off the deficit incurred by that Group when they consider the next Termly report.</p> <p>The meeting had a discussion on Photocopying reimbursement rates. GF explained that the current 8p per copy had been set a couple of years ago to reflect what was a fair “average”, given the range of copying costs that could be incurred across the potential range of home-based copiers being used by the Membership.</p> <p>In respect of the new Office copier, the previous Secretary had established and recommended recharge rates based on the manufactures guidance.</p> <p>The consensus of the meeting was that to apply good financial discipline that the cost of copying, when used by Activity Groups, should be borne by that Group. It was agreed that the recharge rate would be 3p per copy for black and white and 12p per copy for colour, in line with the recommendation received.</p>	<p>GF to action the purchase.</p> <p>GF to raise at forthcoming GLs meeting.</p> <p>GF - to inform GLs and process recharges once a term.</p>

<p>IT related issues</p> <p>JW is in the process of getting the new Secretary's laptop set up and the acquisition of a u3a Microsoft 365 subscription.</p> <p>KR raised the issue of old membership records being retained on the Beacon system. It was agreed that any non-active membership records that are over 7 years old should be automatically removed from the system.</p>	<p>TN to contact Margaret Lloyd about the current shared drive records.</p> <p>KR to sort out with the Beacon Administer an annual process for removing old records.</p>
<p>Coffee Meeting (25th March from 10.30 to 12.00).</p> <p>One GL had asked for a table at the event and a further three would be coming along to talk to new members.</p> <p>GF had produced and circulated a crib sheet to help standardise the presentation to new members at the tables.</p>	
<p>Group Leaders Meeting (27th March 10.30 to 12.00)</p> <p>The meeting ran through the agenda for the meeting.</p>	
<p>Structure / voluntary vacancies.</p> <p>It was agreed that the messaging issued in the March Newsletter made been a success in recruiting to the Trustee Group. It was agreed that a new message should be included in the April newsletter focusing on the 'Events' and 'Groups' vacancies, also the issue should be raised at the coming GLs meeting.</p>	<p>GF to draft article for the newsletter.</p>