

**Minutes of the Berwyn and District u3a Committee meeting held at Cam O'r Fechan, Maesmawr Road, Llangollen, LL20 7PH on Thursday, 12<sup>th</sup> March at 2pm.**

**1. Members present**

Karin Capp (Membership Secretary), Rhiannon Jedwell (Treasurer), Clive Ashton (Vice Chair), Elaine Ford (Publicity Officer), Hilary Dodd (Chair), Jo Price (Secretary)

**2. Apologies for absence**

None

**3. Agree minutes of meeting 19<sup>th</sup> February 2026**

The minutes were agreed.

**4. Matters arising**

4 Clive contacted members to receive their feedback on having a newsletter. In the light of this feedback, and our several existing sources of information to members about our events, we agreed we do not need a newsletter.

6 We agreed to review our Financial Policy and all the other mandatory and recommended policies.

Action: Hilary and Jo to review and update the policies.

**5. Treasurer's report**

There is currently £2949.46 in the bank. This is slightly less than last month due to expenses. Approximately £750 will be coming in from membership fees, if all members renew their membership.

**5.1 Treasurer's role**

Rhiannon informed us that she will be stepping down from her role as Treasurer at the AGM in August.

Action: Hilary to tell members about the vacancy at the next Open Meeting. She will also mention that TAT training for the role is available.

**6. Membership report**

There are currently 52 members. Membership renewal is underway at the moment.

Clive suggested that we could contact people who are hesitating to renew their membership to ask if we can help them attend.

**7. Groups report**

Don has reminded the Local History group that he is stepping down at the end of the year. We discussed ways of encouraging people to take up the role of Group Leader, such as sharing the role or shadowing the leader.

Elaine reported that the Board Games group has raised enough entry fees to cover its costs. She asked what would happen if the group needed more money. We decided we would review the situation if the issue arises.

We agreed that we need to ask group leaders to supply the accounts (income and expenditure) for their group(s) at the end of the year.

Action: Hilary to contact Elaine Beech from the North Wales Network committee to find out how the accounts for groups are done.

**7.1. Groups Co-Ordinator role description**

We thanked Clive for producing a description for this role. We agreed that the

role might include meeting new members to tell them about the groups and helping people to set up new groups.

## **8. Berwyn u3a Action Plan 2026-27**

We thanked Clive for producing the Action Plan for this year and agreed with the aims identified in the plan.

Regarding 'increasing the number of groups', Clive agreed to put his suggestion of a Fine Dining group to members.

It was noted that Clive is doing an excellent job with Facebook, and that this is a key factor in our currently increasing membership.

We discussed ways of involving non-committee members in the activities and responsibilities of the u3a. The discussion focussed on how we could increase the involvement of new members, for example by meeting them for coffee soon after they have joined.

### **8.1 Induction of new members**

Karin and Hilary have both been writing induction material for new members.

Action: Karin and Hilary to meet to finalize a Welcome Pack, which is to include a Welsh translation. They will bring it to the next meeting for us to review.

## **9. Publicity, Marketing and Communication**

Elaine has spoken to Pete and he has agreed to give her a training session on Beacon.

Elaine also agreed to send out a monthly message to members about what's on that month.

The message will include the announcement about the Open Meeting talk. Karin will give Elaine the information about the Open Meeting speakers.

### **9.1 Communication Strategy**

We discussed the feedback Clive received on the Communications Strategy he presented at the last meeting.

Action: Clive to make final revisions of the Strategy, adding a reference to the website and including a revised section on Equality, Diversity and Inclusion.

### **9.2 Newsletter**

As noted in 4 (4) above, we agreed we do not need a newsletter for now.

## **10. u3a National and Regional Events and Meetings**

Hilary reported that she had attended a national meeting online, where the topic of discussion was the formation of regional groups.

### **10.1 All Wales Council meeting, Newtown, 30<sup>th</sup> March.**

Hilary and Jo agreed to attend this meeting.

## **11. Planned events**

No events are currently being planned.

## **12. Training**

### **12.1 TAT Equality, Diversion and Inclusion online workshops (11<sup>th</sup> and 20<sup>th</sup> May)**

We agreed it would be helpful for some of us attend one of these workshops. It was suggested that the training would be particularly useful for those in public-facing roles, such as Membership Officer and Publicity Officer.

Action: Jo to send round the links to registration for the workshops.

## **13. A.O.B.**

We discussed the explanation Pete Edmondson has submitted of how new members could join the u3a online and pay online via PayPal. Most of the committee felt that our current methods of joining

up new members will suffice for the time being. We will continue to bring hard copies of the application form to the Open Meetings.

Action: Rhiannon to check our policy about whether someone can attend one or two meetings before they are required to join the u3a.

**14. Date of next meeting**

The next meeting will be at 2pm on Thursday, 7<sup>th</sup> May at Rhiannon's house.

**15. Dates of future meetings**

Subsequent meetings will be at:

2pm on Friday, 17<sup>th</sup> July at Rhiannon's house.

2pm on Friday 11<sup>th</sup> September. Venue tbc.