Minutes of the Berwyn and District u3a committee meeting held at Canolfan Iâl, Bryneglwys, LL21 9LL on Friday 11th September at 2pm.

1. Members present
Lionel Bould (Membership Secretary), Mel Wilks, Elaine Ford, Karin Capp (Treasurer), Beti Collinge, Clive Ashton (Vice Chair), Hilary Dodd (Chair), Jo Price (Secretary)

2. Apologies for absence
None

3. Agree minutes of meeting 26.07.26
Item 5.6 amendment: Karin's coffee morning takes place on the first Tuesday of each month.
The minutes were agreed.

4. Matters arising
6. We will return to the discussion of asking groups to bid for equipment at the next full committee meeting.
8. We have decided not to proceed with setting up a WhatsApp group for people living on their own. Jean Brown is looking into how to provide useful contact information for these members.

5. Berwyn u3a Action Plan 2026-27

- Increase membership by 10%. — Action completed
- Increase the number of interest groups by at least two. — Action completed
- Create a Groups Co-Ordinator — Paused
- Increase involvement of non-committee members — Action completed
- Review policies — Action completed
- Create an induction programme for new members. — The first session of the Tuesday morning coffee morning has taken place.

The Berwyn Action Plan has been largely completed. Recruiting a Groups Co-Ordinator will be a long-term aspiration. We will look to set a new set of objectives in the New Year.

6. Finance
6.1 Treasurer's report
Karin has not yet been granted access to the bank account by the bank. She's liaising with Rhiannon, the former Treasurer, who still has access to it, until the bank gives her access.
6.2 Budget for Speakers
Beti, Mel and Karin have organised the Speakers Programme for the next 6 months.
Clive noted that last year, we spent £812 on the room hire, speakers and refreshments for the Open Meetings. So far this year, we have spent £920. Last year we took £1000 at the door for Open meetings and so far this year we have take £450 on the door for those meetings.
We agreed on a budget of £1000 a year for the Speakers Programme. The organisers of the programme are to decide on how payments to speakers are distributed from this budget. We agreed that the Town Crier speaker could be paid £120, as he has requested, as this would be balanced by free or less expensive sessions.

Beti proposed advertising 6 to12 months of talks in advance, for example, on a membership card or flyer.

7. Membership report
7.1 Membership form

Lionel talked us through his proposed revisions to the Membership Form. The changes are to simplify the language and format. His proposals included: continuing to request a member's emergency contact details; changing the date and amount of reduced payment for a late application, in line with those used by Ruthin u3a; and asking the applicant how they heard about our u3a. We thanked Lionel for his work on the form and agreed to the changes he has made.

Action:

- Lionel to send the form to Pete Edmondson to put on Beacon.
- Karin and Lionel to keep hard copies of the form at the entry desk at Open Meetings.

Karin has looked into buying a card reader for those who wish to use it to pay membership fees and entry fees at Open Meetings. We agreed that, given the cost of buying a card reader and the fee for each transaction, it was not worth getting one for the time being. We will revisit this decision if there are many requests for a card reader.

7.2 Members' coffee morning

Karin reported that 12 members had attended the first monthly coffee morning that she had organised in Corwen. It was a nice event and it's worth carrying on with it. The coffee morning will be on the first Tuesday of every month in Cooley's Yard, Corwen.

Action:

- Karin to ask Pete to advertise the coffee morning on the website
- Karin to post an invitation on WhatsApp
- Elaine to draft a poster advertising the coffee morning to put up in Cooley's Yard.

The coffee morning also provides a place for new members to meet others. To further assist with the induction of new members, we agreed to produce more membership packs. It was suggested that these packs might comprise:

- The welcome letter
- A list of interest groups
- The membership form
- The Speakers programme for the next 6 months.

We discussed whether we could present the information in the membership pack in a more attractive way, for example by printing in colour, but agreed that at the moment we need to prioritise getting the information to new members. We will revisit the presentation at a later date.

Action:

- Jo to ask Gwen Evans to translate the welcome pack into Welsh
- Karin to print up the membership packs, the number of which is to be decided. Karin is to be paid for printing these packs up.
- Lionel (Membership Secretary) to accompany Karin (Treasurer) at the door of Open Meetings, to welcome new members.

8. Groups report

Clive reported that the Camera group is going well, with about 6 members attending regularly. New members are welcome to join.

Hilary informed us that not many people have been out with the Walking group over the summer, but there is some interest from people who haven't yet joined the group.

Elaine told us that participation in the Board Games group has also dropped over the summer, due to members' other commitments, but she is optimistic that numbers will pick up over the winter.

Beti has joined the Literature group, which she says is a lovely little group that meets every two months.

8.1 New group to support members in need
This project has been paused for the time being as its proposer has found that our members already have informal support networks within the u3a.

9. Publicity, Marketing and Communication report
9.1 Berwyn & District u3a leaflet
Elaine suggested that we update our promotional leaflet to make it more appealing.
Action:

- Elaine to source some more engaging photographs and present a draft of the new leaflet to the committee at the next meeting.

9.2 Revised Communications policy
Clive talked us through the revisions to the Communications policy, and specifically the material that addresses the important role of the website in our policy. We agreed with the amendments.
Action:

- Jo to send the amended policy to Pete Edmondson to put on the website.

Lionel pointed out that the general u3a WhatsApp group should be used only for messages that are relevant to all its users. Group leaders who wish to use WhatsApp to communicate with their interest group should set up a separate WhatsApp group for that purpose.
Action:

- Beti to ask Group Leaders who use WhatsApp to communicate with their group to set up a separate WhatsApp group for them.

9.3 I.T. and Media
Nothing to report

10. Recruitment Strategy
10.1 Berwyn u3a recruitment strategy/policy
Thanks to Clive for drafting a recruitment strategy. We approved the strategy.
10.2 ad hoc initiatives/opportunities, including those that require funding
We agreed that if a committee member urgently requires money for an event or activity, they should first check with the Treasurer (Karin) that it is an appropriate use of funds, then put it to the Chair (Hilary), Vice-Chair (Clive) and Secretary (Jo). This process can be carried out by email.

11. Updates from AGM
11.1 New organisers of Speakers programme
We thanked Beti and Mel for joining Karin to organise the Speakers programme. Thanks also to the outgoing organisers, Sheila and Helen.
11.2 Changing date of AGM
We discussed changing the date of the AGM from August to April, which is closer to the end of the financial year.
Action:

- Before we discuss this further, Beti to see if the Chester Town Crier, who is scheduled for the April Open Meeting, could move his talk to another date.

11.3 Members' feedback from the AGM
Our next meeting will be dedicated to a discussion of members' feedback.

12. u3a National and Regional Events and Meetings:

Hilary and Clive helped staff the u3a stall at the Denbighshire and Flintshire show in August. They gave out some of our leaflets and it was a useful way of meeting people.

Next All-Wales meeting 2.11.26 Newtown

This meeting has been postponed due to the unavailability of the main speaker.

13. Planned events

13.1 Christmas lunch

Karin has kindly offered to organise the lunch this year. She will contact the Plas-Yn-Dre hotel in Bala to see when they can do it.

14. Training

New members of the committee are to attend a Beacon training session with Pete Edmondson. Anybody who has access to Beacon is to sign the confidentiality agreement, which Jo will file.

15. AOB

There was none.

16. Date of next meeting

The next meeting is on Tuesday, 20th October at 2pm.

Action: Elaine to book a room in Canolfan Iâl, Bryneglwys.