Wyre Forest & District Executive Committee Meeting Held on 12 May 2026 at 2.00pm at Franche Community Church

MINUTES

Attendees:

Chair

Vice Chair

Treasurer

Membership Secretary

Committee Members (Trustees) x 5

Apologies: Committee Members (Trustees) x 1

Co-opted Committee Member x 1

Absent: Committee Members (Trustees) x 2

Item No.	Agenda Item	Action
1.	**Welcome and Apologies** The Chair welcomed all Committee Members present, including the new Vice Chair. Apologies were received from two committee members.	
2.	**Minutes of Meeting from 10 March 2026 and Matters Arising** The Committee approved the minutes from the meeting held on 10 March 2026. Proposed and seconded by two Committee Members, agreed by all Committee.	

3.	**Chair's Update** (a) New Members' Meeting Feedback- The Chair thanked all who attended for their help with this successful and well-attended event. Requests for help with IT had been received from some new members- see AOB. (b) Recruitment- The Chair stated that the AGM in October is fast approaching. It was noted that some committee members are reaching the end of their three year term and that this would mean a significant loss in hard-won expertise if they were not able to continue- see AOB. The Chair is also currently covering the role of Secretary and this was not felt to be sustainable. Committee members were encouraged to identify any potential suitable candidates for the role of Secretary. (c) Membership Tracking - Membership renewal at the last Monthly Meeting was very busy. The Chair announced that Head Office is very clear that all attendees to u3a events must join after three taster sessions, if they want to continue attending events, in order to fulfil insurance requirements. To facilitate monitoring this, Group Leaders will be required to have a sign-in sheet which must be checked against MOJO. This procedure is to be launched at the Group Leaders' Thank You Meeting. (d) Marketplace Event- A sensitive issue regarding attendance from an external source at this event has been discussed with Head Office and a course of action has been agreed. Safeguarding measures have been put in place. The chat desk will be manned by the Chair and others and no additional stall was required.	All Chair All
4.	**Treasurer's Update** (a) Annual Accounts- The Treasurer advised the accounts situation was as detailed below:- Current state of finances: £ Current 590.25 Ring Fenced 5,257.41 Deposit 10,044.16 (b) Problems with access to the PayPal account continue to be an issue. This causes difficulty for both the Treasurer and for members. The Treasurer proposed to cancel PayPal and adopt Stripe which is slightly cheaper and significantly easier to access. This was agreed unanimously, on the understanding members will need to be informed and reassured.	Treasurer

	(c) Monthly Meeting Budget- The Treasurer proposed to exclude the room hire and refreshments from the entertainments budget, for clarity. The suggested entertainment budget was £2000, and this was passed unanimously. The Chair to advise JS.	Chair
6.	**Group Co-ordinator's Update** All available details for each hired venue have been provided to the Venues Co-ordinator, who will continue to pursue missing data. The timetable for the Group Leaders' Thank You Meeting on 07/07/26 at The Pines was agreed: 10.30 Room set-up 11.00 Arrival of Group Leaders, tea & coffee 11.30 Presentation 1.00 Lunch 2.00 Close A preliminary visit is to be made to check on arrangements such as the size of tables and use of a projector.	Venues Co-ordinator Group Co-ordinator/ Vice Chair
7.	**Membership Secretary's Update** Current membership stands at 1005, with 3 pending. There is a need to update the MOJO messaging system to reflect the name of the current Membership Secretary instead of the Treasurer. Treasurer is investigating the procedure to rectify. Checking bona fide membership continues to be challenging - this should improve once Group Leaders are following the procedure outlined in point 3(c). Cash membership payments will now to be handed over to the Treasurer to manage instead of being banked by the Membership Secretary to avoid further paying-in problems.	Treasurer Membership Secretary/ Treasurer
8.	**Date of Next Meeting** The date of the next meeting was agreed for 23/06/26.	Vice Chair
9.	**AOB** (a) Committee Members' Length of Service - There was a general acknowledgement of the steep learning curve required when taking on a Committee role and it was felt that a longer term would be conducive to greater continuity. A proposal to increase the term from 3 years to 5 years was made, seconded and passed unanimously, pending Head Office approval. (b) A small number of members have limited IT and online proficiency.	Chair

	It was noted that addressing this would need to be done on a one-to-one approach due to so many different computing devices in circulation. Therefore a group session would be of limited use. However these members can be directed to the local library which will provide assistance. Several committee members are willing to help individuals if needed. Discussion was also held about how to support members with no online presence at all. The quarterly newsletter is already posted to these 19 members. It was therefore decided to offer a "buddy" system to those who want it, to facilitate accessing groups and information. A Trustee agreed to be the contact for this exercise. A letter will be sent out to those members offering this service.	Committee Member Chair
	(c) PAT testing continues and up-to-date lists of tested equipment are being maintained.	
	(d) u3a cards and leaflet supplies are running low. These are to be updated and re-ordered. Web Master to provide details to The Chair for printing purposes.	Web Master
	(e) The archive page on the website displaying photos of previous events is now up and running and will be maintained to include future events. The meeting concluded at 3.55pm.	