**MINUTES**

**WEA COMMITTEE MEETING: 11th FEBRUARY 2020**

**Present**

Anne Ingram (Chairperson), Joyce Rodger (Secretary), ,Angela Wilson, Pauline Skerritt, Pauline Smith, Sue Hayward, Joan Cole, Peter Norfolk

**Apologies**

Sally Whiteman

**Previous Minutes and Matters Arising**

* Agreed and signed
* Finances - several emails received saying the last final report had not been submitted on time. Joan stated this was not the case and had received confirmation to support it.
* Peter said that Cambridge had been experiencing some difficulties due to computer problems and new staff not yet familiar with their roles. Peter suggested Joan contact Jane Dougan for any advice
* Due to registration now taking place centrally Joan has no up to date account details
* Emails received saying that Brightlingsea had applied to have finances centrally managed. Joan said this was not the case. All agreed it will possibly happen in the future
* Joyce is now a countersignatory
* Secretary role - it took some time for Angie's details to be replaced but this has eventually taken place. Angie received a reply to her letter of concerns to the Head of Resources, Cambridge which stated that computer difficulties had been responsible but did not address the specific problems raised.
* At the start of both courses full details of enrolments not had been received by Joyce and had to chased up on a number of occasions. This now appears to have been rectified.

**Feedback on Islam and Muslim Course**

* It was agreed that this course is very informative. Thirty two have enrolled, with a number of new members.
* The half term, 18th February 2020, will now be used for the missing lesson.
* Pauline Skerritt to buy Amazon voucher as an end of term thank you. Joyce will provide card for signing.

**Proposed Outing**

* Sue has spoken to Manwaar who suggested either visiting a mosque in London or Ipswich. Agreed Ipswich would be more convenient. Also Manwaar offered a meal as part of the visit. Sue is proposing possibly 14th April 2020 and will liaise with Manwaar about the details.

**Next Year's Course Choices**

* Submitted by the 31st January 2020 timescale and email received confirming receipt. Members informed of choices.
* No information received as yet to date when choices are confirmed.

**Visit on 25th February by Jean Oliver**

* Jean, Manwaar's line manager, will be attending. Members to be informed.

**AGM Date**

* To be rearranged for penultimate session, 17th March 2020 (confirmation email sent)
* Members to be informed and invited to attend.
* Joan to present an interim financial report.

**Committee and Roles**

* All committee members attending agreed to continue with their roles.

**End of Term Meal**

* Arranged for 7th April 2020 at the Yachtsman. Sue is currently finalising details but expects the cost to be £20 for two courses, a glass of wine and tip. Members to informed next week along with menu choices (limited to possibly five each for main and desert for convenience).
* Graham and Manwaar to be invited, along with their wives. However, this year, due to financial constraints only their meals will be covered and they will have to pay for their wives.

**Summer Coffee Mornings**

* Agreed as follows:

5th May 2020

2nd June 2020

7th July 2020

4th August 2020

1 September 2020

* Joyce to prepare list for circulation for volunteers

**AOB**

* Peter had nothing to update, apart from saying that the WEA are very concerned about data protection. Peter was assured that Brightlingsea have this in hand with all members to complete a data protection agreement form. All emails to members are sent "bbc" and details removed after a two year period of ex-members

**Date of Next Meeting**

* 19th May 2020 at 10.30 at Pauline Skerritt's - to be rearranged.