



**SANDBACH AND DISTRICT U3A**  
**Minutes of U3A Committee Planning Meeting 21/09/20**

**Held using Zoom remote meeting software**

	Meeting commenced at 9.30 am	
<b>1</b>	<p><b>PRESENT</b> Arnie Laing, Kevin Dean, Barrie Hacking, Sandy Boyle, Pam Thomas (joined after meeting started) Paula Reilly-Cooper, Don Rickards, Richard Thorne (first part of meeting), Tricia Naylor Budd, Stuart Naylor, Linda Bilsborrow (invited observer)</p> <p><b>APOLOGIES</b> Alice Holmes, Alan Casey</p>	
<b>2</b>	<b>MINUTES OF August meeting:</b> These were agreed as a true record and duly adopted.	
	<b>Matters arising:</b> None – see agenda. Timed copy to Arnie for signing and Pam to take copy to library.	Pam
<b>3</b>	<p><b>Finance Report:</b> Arnie and Richard hoping to meet with auditor on Wednesday. PayPal has all been resolved. Richard meeting each month with members of the finance group. Thanks were again expressed to Richard for stepping in at short notice and for giving us a very clear and concise finance report.</p> <p>Arnie reported that we are not registered as a charity with Nat West. As this does not affect our charity status it was agreed not to change things at the moment as this would entail new paying-in books etc for all group leaders.</p> <p>Arnie also to chase up again the bank about the documentation submitted online for adding Stuart and Richard as signatories to the accounts, Stephen Davies, Louise Adams and John Banyard to be removed.</p> <p>It was agreed that a discrepancy of £4 reported by Richard for the 2019/20 accounts was acceptable as being a negligible sum.</p> <p>Arnie has sent an e-mail to thank Lou Lloyd for doing an excellent job reducing the cash in hand figure held by group leaders.</p>	Arnie
<b>4</b>	<p><b>AGM:</b> Stuart proposed that we put this back to 16<sup>th</sup> November. There would be two separate meetings that day, i.e. the AGM and then the first regular planning meeting of the new committee. If there were any further reasons for delays we could move the AGM to the 23<sup>rd</sup>. All agreed.</p> <p>Arnie to check if he has a copy of minutes of the last AGM and to contact Sam Boardman, who was secretary at the time, if necessary.</p> <p>Arnie is to be the proposer and Kevin seconder to all the nominations for the committee. The positions of Vice Chair and Treasurer can be decided at the first meeting of the new committee if no nominations for these positions are received by the allotted time prior to the AGM.</p> <p>Stuart to prepare updated paperwork for AGM.</p>	Arnie  Stuart
<b>5</b>	<p><b>Planning for restarting after Covid-19:</b> Stuart reported that the recent South East and Mid Cheshire Cluster meeting supported encouraging groups to restart within government and TAT guidance. The risks should be balanced against the risks of staying at home and having no social contact which could be detrimental to people’s mental health and wellbeing.</p> <p>Paula reported that there are a lot of venues still closed. The Masonic Hall is open and available but nothing is meeting there as yet. The U3A Yoga group is not going ahead.</p>	

	<p>One of the table tennis groups has made a request to start. As a change of venue is required could they use the Masonic Hall or the Rugby Club gym. Richard said that looking at the appropriate guidelines for table tennis it would probably not be feasible. There are one or two group leaders who are now deciding to step down. Kevin to ask for new group leaders in the weekly update. Arnie made the point that group leaders should have a deputy.</p> <p>Stuart suggested that it might be possible to run some joint groups across those U3As in our Cluster by Zoom. This would be something for discussion at the next Cluster meeting. The point was made that everything is, of course, subject to government guidelines and changes over the coming weeks.</p>	<p>Paula</p> <p>Kevin</p> <p>Stuart</p>
6	<p><b>Update on membership renewal:</b> Barrie reported that over 1000 people have now renewed, leaving about 400 who have not done so far. About 50% of those who renewed did so online. Anyone who has not renewed by the end of October will find that their membership has lapsed. Kevin to mention this in the update.</p> <p>18 GLs still have not renewed so far. Interestingly we continue to have new people joining despite the current situation of very little face to face activity at present.</p> <p>Linda observed that we should publish which groups are running or starting up. It was agreed this was a good positive idea and Paula would check with GLs to check the current position for their groups and update the information compiled a few weeks ago.</p>	<p>Kevin</p> <p>Paula</p>
7	<p><b>Zoom subscription for the choir:</b> Stuart proposed that this was a good idea. The choir is not easy to run with two shorter Zoom sessions which is possible for other groups. Stephen the GL to be asked to set up a subscription in his name and claim back via expenses, as Stuart does with the Zoom subscription registered to him which is used for committee and finance group meetings. Stephen may also be requested to set up virtual meetings for one or two other groups with this Zoom subscription. Alan will assist Stephen to set up a PayPal account to pay the choir accompanist, who will need to submit an invoice at the end of each 'block' of sessions.</p> <p>Tricia to write to Stephen with the committee's decision (copy to Richard and Alan).</p>	<p>Tricia</p>
8	<p><b>Weekly Update:</b> It was decided that this should continue on a weekly basis as it is the only contact that we have with the majority of members during this pandemic. It could include details of groups that are running, Zoom meetings and online speakers, also encouraging member contributions.</p> <p><b>Kevin's Roles:</b> Barrie is taking over a number of these but there are a couple (see sheet for Item 8) that still need volunteers.</p>	<p>Kevin</p>
9	<p><b>Network Link Meeting:</b> Arnie is stepping down from his role as the South East Cluster representative position and being the main contact. Stuart volunteered to attend as the new representative. All agreed.</p>	<p>Stuart</p>
10	<p><b>AOB: Sunday Lunch Group:</b> Sadly the planned trial of some members from this group was not able to meet due to the Rule of 6 restrictions.</p> <p><b>Online Course Information:</b> Tricia to forward any that she receives as secretary to Pam.</p> <p><b>U3A Dementia Group:</b> Arnie had been approached by David Whitworth of the Dementia Friendly Sandbach group to see if it would be possible for them to meet under the umbrella of the U3A charity status. An in depth discussion took place and it was decided that, as this was mainly a social group, it would not be appropriate in the present circumstances. Some people living with dementia are already members of the U3A and we encourage them to join groups when this is possible. Arnie to contact David Whitworth with the committee decision.</p> <p><b>Minutes of Meetings:</b> It was noted that these must all be kept indefinitely, to record the ongoing activity of groups, decisions and discussions of the committee planning meetings, on paper or electronically.</p> <p>Tricia to ask Alan about accessing OneDrive.</p>	<p>Tricia</p> <p>Arnie</p> <p>Tricia</p>

	Meeting closed: at 11.35 am	
	<b>Next meeting: Monday 19<sup>th</sup> October 2020, 9.30 am by Zoom</b>	Stuart

Signed ..... Dated .....