

## U3A Committee Meeting 16 November 2020

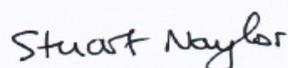
**Held under lockdown using Zoom remote meeting software**

	Meeting commenced at 9.50am.	ACTIONS
<b>1</b>	<p>PRESENT Kevin Dean (Observer), Barrie Hacking, Pam Thomas, Paula Reilly-Cooper, Don Rickards, Alice Holmes, Stuart Naylor, Linda Bilsborrow , Sue Jones, Alan Casey Richard Thorne (Observer)</p> <p>Apologies: There were no apologies for absence</p>	
<b>2</b>	<p><b>Committee and Officers at AGM held 16<sup>th</sup> November 2020</b></p> <p>a) Welcome to New Committee: <b>Chair</b> Stuart Naylor was elected at the AGM <b>Secretary</b> Sue Jones was elected at the AGM</p> <p>b) <b>Appointment of Treasurer</b> – Richard Thorne co-opted – proposed by SN and seconded by PT</p> <p>c) <b>Appointment of Vice Chair</b> – Linda Bilsborrow elected – proposed by SN Seconded by PR-C</p> <p>This makes a Committee of 10 people.</p>	
<b>3</b>	<p><b>Minutes of Previous Meeting (16<sup>th</sup> October 2020)</b></p> <p><b>Matters Arising</b></p> <p><b>AOB:</b> Letter sent to member unhappy with £10 subscription charge as services limited due to Covid lockdown. No further response has been received. There were no other matters arising and these Minutes were accepted as a correct record.</p> <p>Stuart to send signed copy to Pam for Library noticeboard and a signed copy to be posted on the website.</p>	Stuart
<b>4</b>	<p><b>Follow up from 2020 AGM Meeting</b></p> <p>a) <b>Communicating results to members</b> – After discussion, it was agreed that sending out voting papers by email had resulted in a limited response. For future similar communications, suggested we talk to other local U3A group to see what system they use – for e.g. a questionnaire on the website. Stuart to discuss at next cluster meeting to get views on what other groups have used to discover which is the most user friendly system we can use going forward. Stuart’s findings to be discussed at next Committee meeting.</p> <p>In addition it was agreed that in future we also need to flag up to members the urgency for voting by a certain date, to ensure continuation of the group.</p> <p>b) <b>Review of virtual AGM and timing of next AGM</b> As the membership was not confirmed until end of October, the committee</p>	Stuart/ Richard

	<p>felt it appropriate to hold the AGM later in the year. It was suggested it could be held in either December/January/February.</p> <p>Richard said there was a specific timeline with regard to producing the final accounts so it was agreed that him and Stuart work on an action plan and report at the next meeting so the AGM date for 2021 could be confirmed.</p>	Stuart/Richard
5.	<p><b>Covid-19 Update</b></p> <p><b>a) Implications of latest Govt announcements (and Third Age Trust guidance)</b>  Paula said that many group leaders were keen to resume meetings as soon as restrictions were lifted (with all the precautions in place.)  Although it was felt that some members might feel anxious to resume meetings at this time, it was agreed that this would provide huge benefits for people's mental health and wellbeing.  The Committee felt it was up to the individual group leaders to make their own decision on restarting groups following strict guidelines.  Stuart to discuss with next cluster group. Agreed any face to face meetings (if agreed by group leaders and considered safe) could start in January 2021, dependent upon Government restrictions.</p> <p><b>b) Update on groups – including Group Leaders who have not renewed and availability of second Zoom subscription for groups to use.</b>  Paula said 3 Group Leaders hadn't renewed but there were two deputy leaders available, but felt that once restrictions eased they would all rejoin.  She said that Louise Adams was supporting the group by very successfully organizing the Zoom account. She said the Zoom meetings were proving popular and more Group Leaders were signing up. It was agreed that we should let members know in next weekly update that we are using zoom, and give them details of how to access.  She said it would be possible to set up more zoom subscriptions if more than 10 groups were using it. To be reviewed.</p> <p><b>c) Update on Venues</b>  Don said he had received an invoice from Sandbach Health and Fitness for Contemporary Dancing but it was incorrect as they charged £20 per hour when for U3A it should be £17. He was in the process of correcting this.</p> <p><b>d) Members' Meetings and Showcase</b>  Pam said all meetings were cancelled for the foreseeable future. The Committee agreed that at the present time it was impossible to predict a future date when meetings could resume. Showcase was also cancelled.</p>	<p>Stuart</p> <p>Paula/Louise</p> <p>Don</p>
6.	<p><b>Update on membership renewal</b></p> <p>It was reported that three-quarters of the membership have renewed. The biggest change is lack of new members, which is totally understandable in the current circumstances.</p> <p>Pam suggested the idea of giving free membership for the next year if we are still bound by the current restrictions.</p> <p>It was agreed to discuss this at the future Committee meeting.</p>	
7	<p><b>Finance Update</b></p> <p>The finance report has been circulated previously with the Agenda papers</p> <p>Richard said access to the National Westminster Account had finally been agreed. with regard to Pam's suggestion of free membership, it was pointed out that approximately £6.00 of subscription fee went to 3<sup>rd</sup> Age Trust, so perhaps an offer of reduced membership could be considered.</p> <p>It was agreed that changing the membership fee would need to be approved at the AGM. Agreed to put on future Agenda.</p>	Stuart

8.	<p><b>Committee Admin</b></p> <p><b>a) Kevin's roles, including website/IT and weekly update</b>  The following was agreed.  Alan and Linda to handle website/IT  Linda- Weekly update  Maintenance of Generic email addresses - Alan  Pam will deal with queries (via email and voicemail messages)  Agreed Sue and Linda should have access to Swish and to One Drive – Alan said he would send them the necessary access.  The Committee discussed the idea of sending a request to members to see if anyone was interested in being part of an IT group who could advise on specific issues e.g. re-development of the website.  Congleton have a small IT group which works well.  SN said before any kind of note was sent out to members there were privacy issues to discuss. Agreed to put it on December's Committee meeting Agenda.</p> <p><b>b) Rename Committee Meetings</b>  Stuart said that future agendas and minutes should be headed as follows:  U3A Trustees (Executive Committee) as all committee members are trustees of the U3A charity by law. This makes the legal responsibilities explicit.  This was agreed.</p> <p><b>c) Dates for Meetings next year</b>  These will be on the 3<sup>rd</sup> Monday of every month.</p> <p><b>d) Updating contact details for Committee Members</b>  Barrie asked if the list of committee members could be updated, and include photos with a description of roles.  Alan said this was in a folder on One Drive  Sue to request photos from committee members  Also send to Pam to update library information</p>	<p>Alan &amp; Linda  Linda  Alan  Pam</p> <p>Alan</p> <p>Stuart</p> <p>Stuart</p> <p>Sue</p>
9.	<p><b>Any Other Business</b></p> <p>Richard said he needs to change National Westminster bank signatories. He said there needs to be 4 committee members with authorization. The following members were approved:  Richard, Stuart, Alan, and Alice.  Richard to contact bank to action this.</p>	<p>Richard</p>
	<p><b>Meeting closed at 11.15 a.m.</b></p>	
	<p><b>Next meeting of Trustees (previously Executive Committee):  Monday 21st December at 9.30 on zoom</b></p>	

Signed



Date 21.12.20