

U3A Committee Meeting 21 December 2020

Held under lockdown using Zoom remote meeting software

	Meeting commenced at 9.30 a.m.	ACTIONS
1	<p>PRESENT: Stuart Naylor, Barrie Hacking, Pam Thomas, Paula Reilly-Cooper, Don Rickards, Alice Holmes, Linda Bilsborrow, Sue Jones, Alan Casey, Richard Thorne</p> <p>Apologies: There were no apologies for absence</p>	
2	<p>Minutes of November Meeting and Matters Arising</p> <p>AOB: Photos of Committee for web site</p> <p>Sue said once she had received all the photos of the Committee she would send send copies to Alan and Pam (for library noticeboard)</p> <p>There were no other matters arising and the Minutes were accepted as a correct record.</p>	<p>Sue</p> <p>Stuart to sign</p>
3	<p>Covid 19 Update</p> <p>a) Confirm policy after latest Govt regulations and Third Age Trust Guidance</p> <p>Stuart said changes listed by the Third Age Trust since our last committee meeting were incorrect. He confirmed our area is still under Tier 2 and we are following Government restrictions. It was agreed that it is up individual members whether they want to attend face to face sessions. Paula said where groups have re-started face to face sessions, the fees have been increased and members are happy to pay upfront. This is to ensure all costs are covered.</p> <p>b) Update on Groups</p> <p>Philosophy Group – Paula said that due to low numbers, the two Philosophy groups had been merged into one.</p> <p>Short Walk and Dinner – Paula said the group leaders were reluctant to recommence at present, particularly as dining is a large part of the experience, and in view of the current Covid restrictions they felt many members would be reluctant to go into cafes or pubs.</p> <p>Agreed to review at beginning of 2021.</p> <p>c) Update on Venues</p> <p>Don said Masonic Hall had limited availability at present.</p> <p>Paula said the Circus Skills Group hold their session in the Hall on Mondays at 12.15. They have asked if this can be moved to 4 p.m. on the same day.</p> <p>Don said he would make this request to the Hall and let Paula know.</p>	<p>Paula/Don</p> <p>Review 2021 Paula</p> <p>Don/Paula</p>
4	<p>Update on Membership Renewal</p> <p>Alice reported that one of our members (Pauline Marsh) had died. Agreed to amend the membership records.</p> <p>Bridgewater Trip – this has been re-scheduled to November 2021.</p>	

	<p>Barrie had circulated a paper showing membership over the last 3 years. He reported that 6 people had joined following lockdown.</p> <p>It was felt that membership would increase once the restrictions were eased, and that a huge marketing exercise would be undertaken to encourage new membership. Therefore, it was agreed to hold a coffee morning to welcome new members. It was also agreed this should be held at the Sandbach Rugby Club.</p>	
5	<p>Finance Update</p> <p>Richard said the Rugby Club invoice had now been corrected and paid. Also the Bank signatories had now been agreed.</p> <p>There had been a suggestion that the U3A groups use Pay Pal. However, Alan said this would be rather a complicated procedure due to the use of Swish and he felt it wasn't an option at present. He said only one of the cluster group U3A's uses Pay Pal. Paula said at present members pay upfront by cash or cheques and group leaders keep a register.</p> <p>Agreed that Stuart, Alan and Richard should meet after the Christmas break to discuss this issue.</p>	Stuart/Alan/ Richard
6.	<p>Future AGM Timing</p> <p>Stuart said, under our Constitution our AGM is scheduled to be held in October. However, this only gives 1 month for members to vote for committee members and also our auditor is away for the month of September which makes it difficult to have the accounts audited by October. It was felt that a more realistic month for the AGM would be December. Pam suggested it be followed by the regular Ken's big band concert, which was also held in December. It was agreed that the AGM should only last half an hour and if it was followed by the concert it might encourage more members to attend, if this is a face to face event in 2021.</p> <p>It was also agreed that all relevant papers linked to the AGM meeting should be made available for members on the website with a copy in the library.</p> <p>Agreed to provisionally plan AGM in December and to review in the Summer, as the Constitution would need to be amended and also amended to include virtual voting (if a face to face AGM is not possible.)</p>	Review in Summer SN
7	<p>Cluster Meeting</p> <p>Linda said the idea of members being able to join other U3A groups had been suggested. She has details of which groups are offering this, and will be sending out individual website addresses in the weekly update so members can contact groups directly.</p> <p>However, this offer only applies to virtual sessions, and it was agreed that Paula and Linda should meet to discuss how the arrangement would work if this could continue when the sessions became face to face. One idea is that they could be charged an associate fee.</p> <p>Pam asked if other events, e.g. virtual concerts, could be added to the weekly updates and members would pay the fee directly to the event. The Committee agreed this was a good idea.</p> <p>Online Voting</p> <p>Each U3A group has used different methods to send and receive voting forms. Congleton used Google forms and reported the best response from members. However, Alan said his experience with Google forms was that they are more successful when used for surveys rather than online voting.</p> <p>In view of the poor response our group had with online voting, it was agreed to discuss this in the Summer when the situation is clearer. Paula asked if the date of forthcoming Cluster Meetings could be added to the Report. The next meeting is 2nd February 2021.</p>	Linda/Paula Stuart Review in Summer Linda

<p>8.</p>	<p>Focus for Future Trustees Meeting Stuart went through his list which had been circulated to the Committee. He felt that as a large amount of time was usually spent on Agenda items, it left little time to discuss major issues, but felt it was important to discuss one or two major items at each Committee meeting. He said the way all reports were now circulated with the Agenda helped to reduce the time spent on each item. However, he has submitted a provisional list of major items which is a provisional working document to identify major issues the Committee needs to discuss. Suggested the first item to raise should be membership fees before 1st April 2021.</p> <p>Finance and Fees Stuart said this needs further discussion as according to Charity Law as Trustees we are responsible for setting fees. It was agreed that discussion on fees should be left until 70% of groups are up and running. Agreed Paula, Barrie and Alan should be a sub-committee to discuss this. Proposal from Stuart</p> <ol style="list-style-type: none"> 1. We postpone detailed discussion 2. Leave fees unchanged 3. Keep under review and put on Agenda every 3 months. <p>Update Constitution It was agreed to revisit working group recommendations and discuss putting new clause in Constitution that allows virtual committee meetings. Other points to consider: size of quorum required, terms of office for committee members and conflicts of interest. Richard suggested a sub-committee of 3 – 4 committee members should be set up to discuss questions raised. Stuart said he would raise questions in his role as Chair for the Sub-Committee to consider. This Sub-Committee would be set up in January to consider questions raised and then report back to the committee.</p>	<p>Stuart Agenda item every 3 months Agenda item for March</p> <p>SN Agree Sub-Cttee at January meeting</p>
<p>9.</p>	<p>Trustees Admin Meeting</p> <p>a) Update on One Drive Alan said there had been a problem giving access to One Drive to Sue, Don and Alice. Don and Alice still can't get access. Alice said she doesn't need access but Don asked Alan to enable him to get access. Sue now has access.</p> <p>b) Possibility of IT Group Linda and Alan have discussed this. It was agreed that there should be a sub-committee formed to discuss any IT issues, such as updates. Suggested each member of sub-committee examine one section of the website. Agreed that Barrie, Alan, Richard, Paula, Alice, Linda and Louise Adams form this sub-committee and report back to the Committee. Meetings to be held every 2 months. Paula said some websites were out of date as group leaders hadn't been updating them. Agreed to contact group leaders to ask them to check their websites and update, where necessary. Also advise them how to make the changes. It is important these websites are kept up to date. Linda and Paula to review.</p> <p>c) Linking Minutes to Trustee Documentation Agreed that minutes, together with relevant paperwork should be put on the website, but where confidential matters had been discussed then these would not be shown.</p> <p>d) Offer from Sandy Boyle</p>	<p>Alan/Don</p> <p>Barrie, Alan, Richard, Paula, Alice, Linda Louise</p> <p>Linda/Paula</p>

	<p>Stuart said Sandy Boyle would like to support the committee. Stuart suggested Sandy could help with working groups and cluster meetings. Also Tricia had said she would like to volunteer her help. The Committee thanked both Sandra and Tricia for their kind offer which they were happy to accept.</p>	
	<p>Meeting closed at 11.10 a.m.</p>	
	<p>Next meeting of Trustees (previously Executive Committee): Monday 18th January 2021 at 9.30 on Zoom.</p>	

Signed

Date