

## U3A Trustees Meeting 18 January 2021

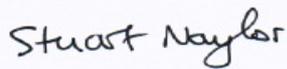
**Held under lockdown using Zoom remote meeting software**

	Meeting commenced at 9.30 a.m.	ACTIONS
<b>1</b>	<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>	
<b>2</b>	<p><b>Minutes of December Meeting and Matters Arising</b></p> <p>3a. <b>Covid 19 Update</b> - Paula corrected wording as follows “where paid <b>tutor groups</b> have re-started face to face sessions, the fees have been increased and members are happy to pay upfront.”</p> <p>4. <b>Update on Membership Renewal</b> - Remove member’s name.</p> <p>5. <b>Finance Update</b> – Agreed that Stuart, Alan and Richard should meet to discuss issues about payment.</p> <ul style="list-style-type: none"> <li>• As some members will renew membership in April 2021, Agreed membership fees and payment arrangements should be decided before that date.</li> <li>• Pam wished to minute that she suggested a reduced membership fee of £5.</li> <li>• Agreed that Stuart, Richard, Alan and Barrie should meet to discuss the possibility of reduction of the membership fee for 2021 – 2022 and report back to the March Trustees meeting.</li> <li>• Also guidance should be sought from 3<sup>rd</sup> Age Trust and/or Charity Commission as to rules on use of financial reserves.</li> </ul> <p>7. <b>Cluster Meeting - Sharing other U3A group activities.</b> Linda and Paula to discuss the following:</p> <ol style="list-style-type: none"> <li>1) Principle regarding support of discounting fees if joining other U3A groups</li> <li>2) Then the practicalities of such an agreement.</li> </ol> <p>9. <b>Trustees Admin Meeting</b></p> <p>b) <b>Possibility of IT Group</b> – Correction to wording Paula said “some <b>web pages</b> were out of date” (rather than web sites)</p> <p><b>Photos of Committee for web site</b> – Sue said she would put the photos of Committee members on the website and also send a copy to the library by the end of Friday, 22<sup>nd</sup> January.</p> <p>There were no other matters arising and the minutes were accepted as a correct record.</p>	<p style="text-align: center;">Sue</p> <p style="text-align: center;">Sue</p> <p style="text-align: center;">Stuart/Richard/ Alan/Barrie</p> <p style="text-align: center;">Linda/Paula</p> <p style="text-align: center;">Sue</p> <p style="text-align: center;">Sue</p>
<b>3</b>	<p><b>Covid 19 Update</b></p> <p>a) <b>Consider future policy after vaccination rollout</b> Stuart said he would compile an update once a month on Covid, keeping members updated. He said it was important for the Committee to start thinking about how U3A groups could be run once the vaccination programme was completed. He</p>	

	<p>estimated this would be by Summer. At present there is the issue of whether people who have received the two vaccinations will be issued with a certificate. There are many face to face groups in the U3A group and the committee needs to consider how these groups will be run once restrictions are relaxed.</p> <p>Paula said she had received several enquiries from group leaders asking what rules might be going forward when groups were allowed to meet face to face.</p> <p>It was agreed that the Committee should discuss how meetings could be run once vaccination had been completed and a clear policy was needed for the future.</p> <p>Agreed to discuss this again at the April meeting.</p> <p><b>b) Update on Groups</b></p> <p>Paula said all indoor/outdoor activities are shut due to the current lockdown. Zoom meetings are taking place and Paula says group leaders already provide information in the Weekly updates about which courses are running in this way.</p> <p><b>c) Update on Venues</b></p> <p>Don said the Masonic Hall said U3A can use their premises when government outlines allow.</p> <p>Paula said any groups using the Hall would need to carry out sanitization and also use the fogging machine (already purchased.)</p>	Stuart b/f April Agenda
4	<p><b>Update on Membership Renewal</b></p> <p>Barrie said that as he will be away for a month in the Summer he would like to have an assistant who could stand in for him during this time.</p> <p>Agreed Linda would send out a request to members for a volunteer in the weekly newsletter. Barrie to supply a brief outline to Linda of what the job would entail.</p>	Barrie/Linda
5	<p><b>Finance Update</b></p> <p>Richard said the accounts were up to date.</p> <p>However, Paula said there is an outstanding invoice due from the Studio for 8 hours of classes.</p> <p>Alice said she had an outstanding cheque for a social. Richard suggested that Alice get the bank details and the money could be paid in by bank transfer.</p> <p><b>Pay Pal use for Groups</b></p> <p>The choir are the only group who pay by Pal.</p> <p>Alan said at the moment it is a complicated system, but he and Richard will discuss the possibilities for more groups to pay in this way.</p>	Alice  Richard/Alan
6.	<p><b>Updating our Constitution</b></p> <p>The Committee discussed the implications of updating the Constitution, particularly the new draft for Clause 7. The discussion centred around the wisdom of the requirement for asking permission from the Third Age Trust and the Charity Commission to make changes to our constitution.</p> <p>It was agreed that Linda would correspond with Sam Mauger, CEO at the Third Age Trust, to get a clearer picture of what we are allowed to currently change, as Sam has a legal background.</p> <p>Linda to report her findings to the next Committee meeting.</p>	Stuart / Linda
7.	<p><b>Updating our Website</b></p> <p>Alan said the Swish Committee had reconvened with Paula, Richard, Barrie, Louise, Linda and Alan. They have divided the whole website into sections with each member reviewing one section each. The criteria are to look at structure and content. This is a process which will take some time and eventually members will be asked to report changes as well.</p>	Paula/Richard/ Alan/Barrie, Louise/Linda
8.	<p><b>Trustees Admin including:</b></p> <p><b>a) Reference to individual member's names in minutes</b></p>	

	<p>It was agreed that when any member died they should not be mentioned in any minutes.</p> <p>In fact individual names of members shouldn't normally be mentioned in any context.</p> <p>However, it was agreed that Stuart, as Chair, could attach his name to any messages he sent out in the weekly update as it was important that members were aware of the committee's ongoing commitment to plan the future of the U3A Sandbach group.</p> <p><b>b) Praise for Julie Clarke's quizzes</b></p> <p>Linda said she had received good comments on Julie's quizzes from members, and it was agreed that once we approach the end of restrictions we should look at a way to recognize Julie's work for the U3A during the pandemic.</p> <p><b>c) 'Armchair Adventures'</b></p> <p>Stuart said he had been approached by John Barber, Director of the Love Music Trust, who was applying for funding for his 'Armchair Adventures' proposal. This was an idea where 10 older people think up a fantasy holiday, which could then be set to music. He asked if U3A could be approached to participate in this if the funding was approved.</p> <p>It was agreed that in principle the committee was agreeable.</p>	
9	<p><b>Any Other Business</b></p> <p>Barrie informed the committee that where membership had lapsed it was possible for it to be reinstated.</p>	
	<p>The meeting ended at 10.50</p>	

Signed



Date 22 January 2021