

U3A Trustees Meeting 19 April 2021

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, Linda Bilborrow, Sue Jones, Alan Casey, Richard Thorne</p> <p>Apologies: Alice Holmes</p>	
2	<p>Minutes of March Meeting and Matters Arising</p> <p>These were accepted as a correct record.</p>	
3	<p>Covid update, including update on restarting groups and venues</p> <p>Paula said several groups were restarting, which she had listed in her paper circulated to the Trustees. However, she said she had received no response to her request for a group leader for one of the bowls and walking groups, and so these groups had been suspended.</p> <p>In response to a request to continue the Circus Group's Merriment of Movement class, Paula said Sharon is planning this for September. In the meantime she will put something on U Tube showing an excerpt from her class. Paula also said she would be emailing group leaders for their planned programme in 2021-22, and she hoped by the next meeting the Trustees would have an idea of these plans.</p> <p>Don said he had provisionally reserved the Masonic Hall and Sandbach Fitness Centre and had been told that classes held in these venues could be held at the normal times used in the past. Paula asked Don if he could arrange for her to have access to the Masonic Hall a few days before May 17th to check the facilities.</p> <p>Don said the Scout Hut as a work in progress but will be available for classes when it re-opens.</p> <p>It was agreed that Linda would put start dates for indoor classes such as Yoga and Zumba in the next newsletter, together with details of the outdoor groups which have already started.</p>	<p style="text-align: center;">Don/Paula</p> <p style="text-align: center;">Linda</p>
4	<p>Confirm arrangements for informal coffee mornings, including (It was pointed out that Pam's name should be added to this Agenda item)</p> <p>a) Timing for first meeting on 17th May</p> <p>It was agreed that the Trustees next committee meeting should be held on 17th May outside at the rugby club starting at 9 a.m. This to be followed by an informal members coffee morning from 10.30 to 12 noon.</p> <p>b) Managing Numbers</p> <p>It was agreed this event will be subject to the rule of 6 people per table with social distancing and will be outside at the rugby club.</p> <p>Two members of the committee will act as marshals at the gate.</p>	

<p>4</p>	<p>c) Covering Costs It was agreed that for this first informal members' coffee morning U3A would cover the cost of members coffees at £1.50 per cup. The rugby club have offered to accommodate the Committee meeting and coffee morning and also supply biscuits free of charge. The Club are only charging U3A for a 1 hour cleaning cost. We record our thanks to the Rugby Club for this generous gesture.</p> <p>d) Future dates, including managing numbers, covering costs and dates for new members. It was agreed that Pam would be running the informal members coffee mornings and the membership renewal events. Also agreed that she would book the following dates with the Rugby Club for membership renewal days. 14th and 28th July 9.30 – 11.30 11th and 25th August 9.30 - 11.30</p> <p>It was agreed that, depending on how the May 17th event was received, that a decision on whether to offer free refreshments on future renewal and new membership events would be decided. Pam was asked to get costings from the rugby club for the hire of their facilities for future meetings. Sue will provide the trustees with name badges for the above events. Barrie said he would supply high viz jackets for the marshals. It was agreed that nearer the time of the renewal days, the Trustees would ask for volunteers to act as marshals.</p>	<p>Pam</p> <p>Sue Barrie</p>
<p>5</p>	<p>Code of Practice – consider report from working group a) Overall code of practice Stuart said that at the last cluster meeting he had circulated this document, which had been favourably received, and Alsager were already using it. Stuart highlighted Point 4, which said that when the Code of Practice has been presented to the U3A AGM and agreed, it will be binding on all members, including the Trustees. The Trustees unanimously approved the Code of Practice, which will be presented to members at the next AGM.</p> <p>b) Complaints and discipline Code of Practice The working party, which includes Sandy Boyle representing the members, has produced a Complaints and Discipline Code of Practice. The Trustees voted unanimously to approve this as the U3A's operating procedure. It was agreed that this code of practice should be displayed on the website and it was not necessary to take it to an AGM. Stuart to write a short explanatory paragraph to introduce members to this code of practice.</p>	<p>Stuart</p>
<p>6</p>	<p>IT Developments a) Update on website Alan shared his screen with the Trustees and demonstrated the updates to the revised website. The Trustees agreed this was a much clearer and user friendly website. He asked Pam if she could provide text for details of future member renewal dates and informal members coffee mornings, together with photographs. He said that when photos of membership events were taken, it was always made clear that they would be shown on the U3A website. It was agreed that members should be notified in the next weekly update that the website was still under construction.</p> <p>b) U3A Facebook page Linda said this had been discussed by the IT development group. She said it was agreed that it could be used to attract new membership, particularly as the average age of people using facebook is 55-70. Also events could be advertised.</p>	<p>Alan/Pam</p> <p>Linda</p>

	<p>There was the option of having either a public facebook page or a facebook groups page, where U3A members could interact.</p> <p>The Trustees agreed that U3A should have a public facebook page and Linda was to set this up and to populate it. In the future another administrator would be required.</p>	Linda
7	<p>Treasurer's Report</p> <p>a) Update on Finance Richard said there was little change to the accounts, as can be seen from his finance report, previously circulated.</p> <p>b) Report from Finance Workshop Richard said that U3A groups were not allowed to donate to charity on behalf of any outside speakers. In all circumstances any fee should be paid directly to the speaker. One point raised was that tutor groups must not make a loss, and another point was that paid tutors must not be members of U3A. The Trustees felt this was an unfair stipulation and Stuart was asked to contact TAT for further clarification.</p> <p>c) Third Age Trust Membership Subscription Richard said he was awaiting the invoice from TAT for the magazine subscription which was £3.50 per member.</p> <p>Dual Signature Richard said National Westminster Bank do not support the facility for issued cheques to be authorized by another member of the committee before being paid. It was agreed that the Trustees would continue with the current system requiring two signatories on cheques.</p>	Stuart
8	<p>Update on Membership It was agreed that the renewal membership will be £5. It was also agreed that members should be notified of this change by 1st June, and informed of the facility to renew their membership on line. Barrie to draft explanation for members of how to renew on line.</p>	Barrie
9	<p>Trustees' Admin including</p> <p>a) Calendar and information update It was agreed that Sue should add Trustees' meeting dates to the calendar on the shared drive.</p> <p>b) Consider possibility of an assistant for Paula Paula said this was a good idea, but felt she should wait until things got back to normal and all groups were up and running. Agreed to defer until September.</p>	Sue B/f Sept Agenda
10	<p>Paula wanted to discuss session fees for 2021-2022 and the possibility of payments in advance with an incentive to pay a reduced rate if paid up front. Agreed to put this on the Agenda for the next meeting.</p>	B/f May Agenda
	The meeting finished at 11.30	

Signed:

Stuart Naylor

Date: 17th May 2021