

U3A Trustees Meeting held on 19th July 2021 at 9.30 a.m.
At Barrie Hacking's Home in Winterley

	<p>PRESENT: Linda Bilsborrow (acting Chair), Richard Thorne, Alan Casey, Barrie Hacking, Paula Reilly-Cooper, Don Rickards, Sue Jones With thanks to Barrie for hosting the meeting.</p>	
1.	<p>Apologies: Stuart Naylor, Alice Holmes, Pam Thomas</p>	
2.	<p>Minutes of 21st June Meeting and Matters Arising</p> <p>4. Fees for Interest Groups</p> <ul style="list-style-type: none"> ➤ It was clarified that Paula would send out the invites to the Group Leaders to attend the two briefing meetings on 11th and 25th August, and Pam would organise the catering arrangements for the lunches with the Rugby Club. ➤ Alan said that the present payment system wouldn't support attendance payments. However, he said he was working on a solution which would give the option of paying with Pay Pal. <p>7. Any Further Update on IT Developments</p> <ul style="list-style-type: none"> ➤ Item 7 – should read: Alan said Pay Pal was now more widely available to members for payments <i>and for group attendance payments.</i> <p>8. Walking Cricket Trip to Barnsley</p> <ul style="list-style-type: none"> ➤ Congratulations to the Sandbach U3A team who won the Match against Barnsley. <p>9b) Amazon Smile</p> <ul style="list-style-type: none"> ➤ Linda said she was still awaiting information so she could compare the U3A scheme with the Easy Fundraising Scheme, and once received she would report back to the committee. 	<p>Paula/Pam</p> <p>Alan</p> <p>Linda</p>
3.	<p>Covid Update</p> <p>Don reported he was receiving more positive vibes from venues, although some were still cautious about making bookings. He said the Wesley Centre was now taking bookings, which would help Paula to move forward with programming.</p> <p>Paula said the table tennis groups 1 - 5 are hoping to start very shortly and the group leader, Peter, will be carrying out a risk assessment on the scout hut this week for all these groups. However, with a few exceptions she said groups were not starting face to face session until September or even October.</p> <p>Alan said the Covid Statement on our website needs updating and it was agreed to ask Stuart to review this in light of the government lifting of restrictions on 19th July.</p>	<p>Stuart</p>

U3A Trustees Meeting held on 19th July 2021 at 9.30 a.m.
At Barrie Hacking's Home in Winterley

<p>4.</p>	<p>Fees for interest groups</p> <p>a) Any further recommendations from Working Group regarding payments</p> <p>It was agreed that fees for Needlecraft 1 & 2, and sewing, which have a higher fee should remain at same rate without the offer of pre-payment discounts.</p> <p>Paula to speak to Gardening and Antiques GL's to check who determines the additional fees incurred by speakers and trips.</p> <p>It was agreed that pre-payment would ensure that other groups could continue.</p> <p>Paula also said classes could be over subscribed as more members might attend having paid in advance.</p> <p>She felt this could happen with Zumba which had 60 members.</p> <p>She said that as long as 15 members have prepaid their fees of £3 per week, then the cost of the venue and the tutor will be covered.</p> <p>b) Draft Update on fees for members</p> <ul style="list-style-type: none"> ➤ Agreed group leaders should decide if extra sessions are added. ➤ Agreed that if sessions have to be cancelled, and can't be re-arranged, then a refund should be given ➤ Agreed to add that if a member joins a group part way through a block of sessions, then the group leader should decide on appropriate payment. <p>c) Session fees for Group Leaders</p> <p>After discussion, it was agreed that it should be left to individual group leaders to make their own decision on whether they pay a session fee for group sessions they lead.</p> <p>There is wide variation in the contribution different Group Leaders give to their groups and as they are volunteers it was agreed to leave it to their discretion.</p>	
<p>5.</p>	<p>Planning for Group Leader Briefing on Fees August and September</p> <p>It was agreed that a copy of the paper explaining about the pre-payment for a block of sessions, together with the potential question and answer paper, should be sent out to group leaders with their invite to the briefing meeting, also asking for their comments before the meeting.</p> <p>It was agreed that Paula would discuss this with Stuart before sending out the group leader invites.</p>	<p>Paula/Stuart</p>
<p>6.</p>	<p>Planning for Membership renewal, including informal coffee mornings July and August.</p> <p>It was agreed that the first renewal morning had been successful. Barrie said over 100 members had renewed.</p> <p>It had been pointed out that there was a lack of hand sanitiser and disinfectant, although there was a hand sanitiser machine at the entrance</p>	

U3A Trustees Meeting held on 19th July 2021 at 9.30 a.m.
At Barrie Hacking's Home in Winterley

	<p>to the tent. It was agreed that for future renewal meetings, Trustees would supply hand sanitiser and anti-bacterial wipes to clean each table. Agreed to continue with members signing in for Track and Trace. Paula said she would be handing out copies of the U3A programme at the next renewal meetings.</p>	
7.	<p>a) Finance update Richard went through his report. He asked if group leaders could pay their group fees in by the end of August so it gave time to audit the accounts. Agreed Linda would also put this reminder in her newsletter.</p> <p>b) Continuing Zoom subscription for Committee and Groups The committee unanimously agreed the two subscriptions to zoom should continue and several Group Leaders will still be using zoom going forward.</p>	Linda
8.	<p>Update on Membership Barrie said there was steady influx of new members and 32 members had been reactivated. He said there were 34 duplicates on membership but was aware of keeping gift aid active.</p>	
9.	<p>Members' Meetings The following meetings have been organised: 6th September Barking Mad 4th October Community Police 1st November Chester uncovered 6th December Xmas Special – Brass Band 2022 3rd January Dr Karen Castle 7th February Roger Brown 7th Mar Showcase 4th April Michael Moore</p> <p>We need to check with Pam where the showcase is being held. Either St Mary's or the Town Hall. More detailed information about the above is available on the web site. It was agreed that the speaker's fee for members' meetings could be increased to a maximum of £75.</p>	Don/Pam
10.	<p>Trustees' Admin a) Calendar and information update Sue was asked to add all the members' meetings to the Calendar Also a new outing has been added: 21st September – Liverpool day trip.</p>	Sue

U3A Trustees Meeting held on 19th July 2021 at 9.30 a.m.
At Barrie Hacking's Home in Winterley

	<p>b) Date of 2021 AGM</p> <p>Richard said that 1st November was the earliest date for the AGM to make sure the accounts were audited. On this date there was a speaker on 'Chester Uncovered.' So this could follow the AGM</p> <p>The alternative was to hold it on 6th December at the Brass Band event. It was agreed that as the Band have a lengthy set up it may be preferable to go with 1st November date.</p> <p>Richard will check whether the auditor will be available to process the accounts for 1st November and Paula will check with the Band to see if timings can be adjusted to accommodate the AGM. Then a decision can be made.</p> <p>c) Hybrid Meetings</p> <p>Alan said there is a detailed paper on hybrid meetings, but it was felt that this was a very complicated way of holding meetings for which there would be little demand.</p>	
11	<p>Any Other Business</p> <p>Revised Programme</p> <p>Paula showed the Committee her revised programme which was on Swish. She had been unable to recruit new Group Leaders for a few groups and it was agreed to put a note against these groups saying 'Suspended- Group Leader required.' It was hoped this might encourage members to come forward to lead these groups.</p> <p>Paula said she would also transfer this programme on to excel, which could be handed out to members.</p> <p>There are two groups which are not happening – Book Club 2, Bowls 4 - Winter.</p> <p>Logos</p> <p>Alan said there is a new folder on the shared drive which contains all up to date logos.</p>	Paula
	<p>Date and Place of Next Meeting</p> <p>Monday, 16th August at 9.30 in Richard's garden (in garage if raining) 4, Meadow Way, Sandbach CW11 3SL</p>	
	The meeting finished at 11.25	