

THE MINUTES of the Tetbury and District U3A steering committee meeting, held on Monday 16th March beginning at 2.00 pm

1. Present: Jeremy North, Carmel Burton, John Rees, Lawrence Moss, Gail Moss, Caroline Langston, Gill Parsons, Anita Stride, Pat Jackson, Douglas Looman, Judith Walker

Apologies for absence: None

2. Revised minutes of last meeting

These were agreed. Lawrence proposed the minutes to be accepted, seconded by Anita. This was passed unanimously by a show of hands. There were no outstanding matters arising from the previous minutes.

3. Finance

Douglas circulated the reconciled accounts prior to the meeting. The internal Beacon financial data and Lloyds bank statement agree. Douglas is now able to prepare the accounts for the AGM. (Coronavirus note: The AGM is postponed following the latest Government advice on 18<sup>th</sup> March). Douglas confirmed TetburyU3A Gift Aid status is registered with HMRC. Gift Aid claim can start at end of the financial year 31<sup>st</sup> March. Douglas confirmed a social account has been set up.

We have paid National Office (NO) £337.85 (as per Douglas's reconciliation, representing 8/12 concessionary agreement for 2019/20). As at 30<sup>th</sup> March we have 244 members equating to an £854 anticipated payment to NO (244 members x £3.50 for 2020/21). No invoice received as yet for Beacon.

4. Membership

Gail confirmed membership number is currently 240. It was noted any new members joining in June/July 2020 will roll through to 31<sup>st</sup> July 2021.

5. Newsletter

The committee complimented the news editors for the published March edition.

(Post meeting note: Judith and Caroline agreed to assemble and distribute future news communications to the membership).

6. Coronavirus

Government advice is changing on a daily basis. Currently vulnerable groups including the "over 70s" are being advised to self-isolate. Many TetburyU3A Groups have decided to Suspend Meetings until advised otherwise. Some Groups are continuing to meet for outdoor activities as shown on <https://tetburyu3a.org.uk/groups> web page.

After discussion, it was agreed that the AGM should be left on its existing date but that the four Officers be authorised to make further decisions in the light of future directives from Government. The committee voted unanimously to support this by a show of hands.

There was some inconclusive discussion about the format for the Open Day.

(Post meeting note: Following Government advice on 18<sup>th</sup> March, future monthly meetings and the AGM is postponed until further notice as shown on <https://tetburyu3a.org.uk/home> web page, as is the Open Day).

7. Nominations

None received from the membership for Committee positions.

Nomination forms received from Gail (Membership Secretary), Lawrence (Webmaster), Judith (Newsletter Editor), Carmel (Chair). There was some discussion and agreement that potential

candidates should be approached directly. Committee members are Trustees, as defined by The Charities Commission.

To ensure Committee continuity due to Jeremy's wish to retire at the AGM and the unknown consequences of the Coronavirus pandemic it was agreed to bring forward Jeremy's retirement. Subsequently, Lawrence Moss proposed Carmel Burton to immediately assume The Chair, seconded by Anita Stride. The committee voted unanimously to support this by a show of hands.

Lawrence Moss proposed Anita Stride to immediately assume the Vice-Chair, seconded by John Rees. The committee voted unanimously to support this by a show of hands.

Carmel Burton proposed Lawrence Moss to immediately assume Business Secretary in addition to Webmaster, seconded by Caroline Langston.

These Committee approved actions ensure ongoing continuity with the four mandatory Tetbury U3A Officer roles – Chair (Carmel Burton), Vice-Chair (Anita Stride), Treasurer (Douglas Looman), Business Secretary (Lawrence Moss)

#### 8. Any Other Business

There was a brief inconclusive discussion about the lack of linkage between group leaders and the committee.

(Post meeting note: Audrey Hateley has agreed to join the committee as Group Coordinator).

#### 9. Next Meeting

Mon. 6 April beginning at 2.00 pm

### ACTIONS

<i>Action</i>	<i>By Whom</i>	<i>By When</i>	<i>Status</i>
Implement minutes protocol	John, Jeremy and Carmel	Immediate	Closed
Supply information to K. Limoi	Jeremy	Continuous	Closed
Revise nomination documents	Carmel	21 February	Closed
Approve or amend Job Descriptions	All	21 February	Closed
Revise AGM agenda	Jeremy	21 February	Closed
Pay dues to National office	Douglas	April	Closed
Report gift aid status	Douglas	16 March	Closed
Insert opt in for TAM on membership form	Gail	On reprint	Closed
Discuss cover for treasurer with Douglas	Jeremy	16 March	Closed
Plan regular meetings for group leaders	Pat	16 March	Closed
Suggest group leaders to do own promotion	Pat	16 March	Closed
Discussion with K Limoi over future dates	Anita	16 March	Closed
Form publicity sub committee	Jeremy	Immediate	Closed