

MINUTES OF U3A COMMITTEE MEETING MONDAY,
10th AUGUST 2020 at 2pm via ZOOM

PRESENT: Carmel, Caroline, Lawrence, Gail, Audrey, Judith, Anita

Douglas joined the meeting at 3.30pm

1. APOLOGIES FOR ABSENCE: There were none.

2. MINUTES OF MEETING HELD ON 6th JULY 2020:

Points Arising:

(a) Upton Mill - ACTION - The list of venues on the website has been updated.

An invitation to Open Day is awaited.

(b) National AGM - regarding our feedback on the increase in subscription to National Office (N.O.), A telephone call from N.O. had been received purporting not to wish to change our minds but proceeding to try to do so. They had considered our points, but the decision had been reached in consultation with members (before our time). They had not looked at any alternatives to the proposal, so we are left simply to cast our vote at the appropriate time.

Votes are awarded according to membership numbers and we should have two votes.

(c) Zoom Response - in response to enquiries as to how many members were confident using Zoom, some members responded that they were experienced, some that they would need some tuition and there was an offer of help for less experienced members.

It was agreed that it would not be appropriate to hold our AGM via Zoom and this should wait until a venue opened that would take, at the very least, a quorum.

(d) KIT - request for archive material regarding members' activities during lockdown had elicited some response. One or two had been put on the website.

(e) Renewal Forms - It is the free Adobe PDF Reader which is needed to fill these in online.

IT WAS PROPOSED THAT THE MINUTES OF 6th JULY BE PASSED AND APPROVED:

Proposed by Lawrence, Seconded by Judith

3. LOCKDOWN STATUS:

There had been no change to Government advice - only six people allowed to meet outdoors.

N.O. had sent good, clear guidance on this subject.

ACTION - Caroline to summarise this for the Newsletter.

4. FINANCE:

It was confirmed that the Statement sent out takes us to the end of July showing a steady flow of money coming in. Further monies have since been paid in.

The Statement only shows the total of each payment, not the individual amounts. The photo method to pay in cheques is now being used and this shows each individual cheque which can be reconciled with the Lloyds statement.

A projected renewal base of 80% is being used.

5. COPYRIGHT LICENCE:

Following an announcement from N.O., Lawrence proposed purchasing a licence from N.O. at a cost of £60 per annum to ensure that any material on any and every medium copied and distributed solely amongst U3A members would comply with copyright laws.

The Committee were in favour of this.

ACTION: Lawrence will put this purchase in hand and seek reimbursement.

6. GROUPS AND RESTARTING:

It was felt that Groups should be offered support in order to restart meetings in whatever form possible. This is already under way and there are some Groups already functioning, although others may not be aware of this.

The Short Walk Group had managed to split into two groups of six, keeping a distance from each other, but this would not necessarily work for other groups.

It was felt that a more pro-active approach should be taken, offering any help that Groups may need to restart in some way, and it was decided that the Committee could all assist in this.

ACTION: Audrey will make a list of Group Leaders who may benefit from an approach and, if necessary, designate Committee Members to make telephone calls.

Regarding Historic Houses - Maggie and David had already agreed to take over the whole of the management of the Historic Houses Group.

New Leaders are needed for Classical Music (which has never quite got off the ground), Play Reading and Bridge.

Anita volunteered to approach one or two members of the Bridge Group to see if they would be prepared to take over the leadership.

Carmel will talk to a member of the Play Reading Group.

The Windows 10 Group has a new Leader. Dr. Chris. Loscombe has agreed to take on this responsibility.

7. SPEAKERS:

It was reported that we had now reached the stage where we have to accept that the Goods Shed is unlikely to open before next year. A discussion had taken place about the technical aspects of using Zoom for future monthly talks and Lawrence confirmed that he is happy to deal with this. It was therefore decided that the talks scheduled for October and November could both take place via Zoom.

It was agreed that we should go ahead with Zoom talks until the Goods Shed reopens. Practice runs could take place with interested committee members and speakers to synchronise screen, audio and presentation screen sharing and audience question management.

ACTION: Anita to write a short note this evening to go in the Bulletin and the Advertiser.

JANUARY LUNCH: Anita had put before the Committee various options regarding the lunch. Calcot are expecting new Government guidelines on 1st October.

ACTION: Anita will liaise with Calcot and say that we prefer to make a final decision after 1st October.

8. RENEWALS:

A notice has been put in the Bulletin that, if anyone has difficulty downloading the renewal notice, to get in touch with Gail who will post a copy to them.

The Town Hall has been deleted as a venue for collecting renewal notices. Contact details for Gail and Lawrence have been inserted. After discussion, it was decided that the email addresses should be the formal ones from the website. It was discussed whether or not to include telephone numbers.

It has been advertised that renewals could take place up to 1st October (correction; 8-week Beacon setup brings this forward to 23rd September). and, after that date, those not renewed Beacon will automatically marked as lapsed. Gail will follow these up with a telephone call.

It was reported that eleven people have resigned, several due to moving home. It was also confirmed that, once names are off the Beacon database, they will not receive emails.

A list of members who had renewed or resigned was brought up on the screen to show the Committee the format.

9. NEWS BULLETIN:

Regular news bulletins are being produced and these have proved to be a good way to keep members informed and included.

It was thought worth emphasising that it is still only possible to meet in groups of six and to put in an appeal for new Group Leaders.

It was decided that there was no necessity for a draft to be sent to the Committee as both Judith and Caroline were checking.

Audrey was thanked for her contact at the Advertiser.

10. WEBSITE REVIEW:

It was suggested that the leader of the Photographic Group should be asked for a new photograph, or series of photographs, for use on the Home page.

The Committee page was brought onto the screen and it was suggested that this should be made more personal to include names and photographs. It was agreed to do this.

The notice on the Home Page regarding phishing will now be removed.

Details of the application forms have been put on the Home Page in order to make it more accessible.

It was requested that all members of the Committee should look at the website and suggest any alterations or improvements.

ACTION: All members of the Committee continuously to review the site and let Lawrence have suggestions.

11. A.O.B.:

(a) A voting form for the U3A Regional Director for the S.W. had been received, there is only one candidate.

ACTION: Carmel will forward the details to the Committee for their feedback.

(b) Cotswold Link had sent an invitation to a Zoom meeting on 28th October re. various business matters. After discussion, Lawrence agreed to attend.

(c) Bromsgrove U3A and Warwick and Coventry U3As had sent invitations to join their Zoom activities, but it was felt that there was no enthusiasm for this.

(d) Bank Resolution - It was reported that, whilst most transactions were carried out online, there might be occasion to use a debit card. This entailed a formal resolution in order to satisfy the Bank.

IT WAS PROPOSED THAT DOUGLAS AND CARMEL BE AUTHORISED TO TAKE ALL NECESSARY STEPS TO SET UP A DEBIT CARD:

Proposed by Anita, Seconded by Audrey

(e) Bridleway - A request had been received for email support for a group wanting to improve the Bridle Path on the Tetbury Trail. The point was raised as to whether the Committee had the right to speak on behalf of all members.

ACTION: Carmel will write to say that the Committee is pleased to offer its support.

(f) There were discussions on aspects of the KIC Group that had caused some concerns.

It was confirmed that our complaints policy allows for the Group Leader to deal with complaints in the first place, except in very serious cases, and this had already been done.

(g) Annual Return Form - Lawrence and Douglas had both replied to their respective aspects of this, although no replies had been received. Only one member had requested TAM.

ACTION: Lawrence to send off this one request to TAM.

The date of the next meeting was set for 7th September at 2pm via Zoom. Lawrence was thanked for setting up the meeting and producing the Agenda.