

MINUTES OF U3A COMMITTEE MEETING MONDAY 12TH JULY 2021

AT 1 ILSOM COURT COTTAGES, ILSOM, TETBURY AT 2PM

PRESENT: ANITA BERNADETTE GAIL JUDITH LAWRENCE

1. APOLOGIES:

Apologies were received from Douglas, Audrey and Carmel

In the absence of the Carmel, Anita, as Vice Chair, took the Chair.

2. MINUTES OF LAST MEETING:

The Minutes of the Meeting held on 7th June were discussed.

(A) The Certificate of Incorporation had been put on the web site.

The Minute Secretary had asked if we possessed a Minute Book in one form or another. The Web Master confirmed that he had saved digital forms of all Minutes since the branch started and they are also available on the web site, together with all newsletters.

(B) National Office had asked for a volunteer to attend an online Forum. The Chair had volunteered.

(C) The Publicity Secretary had looked at the possibility of advertising the branch on YELL, but it was not possible as it required a telephone number and address. She had been in touch with the publishers of Tetbury Residents' Handbook and was arranging inclusion in the next edition.

The Membership Secretary had had a request from a new Member for a brochure and also for some spare ones which she could hand to local residents. It was thought that this had possibilities.

ACTION: The Membership secretary undertook to contact all Members asking them if they would like to receive brochures or posters for the Open Morning.

(D) The contract for Zoom had been extended until Spring 2022 as agreed.

IT WAS PROPOSED BY GAIL AND SECONDED BY JUDITH:

THAT THE MINUTES OF THE MEETING HELD ON 7TH JUNE 2021 BE PASSED AND APPROVED.

3. (A) LOCKDOWN STATUS:

An announcement was expected today by Government that Lockdown will cease on 19th July 2021. Following that, new regulations will be confirmed.

(B) CO-OPTING NEW MEMBERS:

Regarding the position of Treasurer, The Membership Secretary had in mind a couple of Members.

ACTION: Enquiries to be made and reported back upon.

(C) SUB. RENEWALS:

Renewal notices had been sent out. the Membership Secretary was thanked for the work she had put into this task.

4. OPEN DAY:

The Speaker Secretary produced a copy of the poster for the Open Morning which the Committee thought was very good.

Following the announcement regarding change of Lockdown status from 19th July, arrangements were well advanced on the assumption that there would be no further change of regulations. A Sub-Committee Meeting was scheduled for this Friday, after which detailed plans would be in place.

The Goods Shed Management had offered to include details of the Open Morning in their "Tetbury Advertiser" page and also on their web site. Draft wording was approved and it was agreed that the Open Morning Poster could be used as base for the Goods Shed web site.

ACTION: Speaker Secretary to liaise with the Goods Shed as above. Also to check whether there is an urn still at the Goods Shed.

Group Leaders had already been contacted, but a further email asking them

to be at the Goods Shed by 9.30am if possible would be sent.

ACTION: The Group Secretary to organise Group Leaders.

The Membership Secretary had made some u3a masks for use if needed. All publicity will emphasise that if Members feel more comfortable wearing a mask, it will be perfectly acceptable. Also every effort will be made to keep the venue doors open and it is expected that attendance will be spread out throughout the morning.

5. PUBLICITY:

The Publicity Secretary was working on a list of Monthly Speakers which could be used as a brochure and also as a poster. Following the Open Morning, the secretary suggested that a poster could be made showing the different Groups. A general format which could be used for future brochures and posters would be helpful. The Membership Secretary offered assistance.

ACTION: The two to work together to produce a simple format.

This was felt to be absolutely within the ethos of the u3a of Learn, Laugh and Live.

The Vice Chair raised the question of possibly arranging a Christmas Lunch in December. She had made initial enquiries at Calcot Manor and it was suggested that she follow this up further.

The Vice Chair also raised the possible repeat of the Group Leaders' party later in the year. It had taken a great deal of work and effort the last time so it was thought that maybe it would be possible to hold this in a venue who would supply a light lunch at the Branch's expense. It was felt essential that Group Leaders receive some small reward for their work.

6. FINANCE:

The Treasurer had supplied statements for June and July and a spreadsheet showing receipts and outgoings. These were all in order.

Regarding payment of subscriptions in cash, which is a possibility at the Open Morning, The Membership Secretary confirmed that she would arrange to have some change available. She was also aware of the necessity of having counter-signatures for any cash transactions and that a paper trail be available

for all payments. All cheques are photographed with this in mind.

7. WEBSITE:

The Web Master had put a link to the Barclays Digital Eagles on the website. This is a free platform providing tuition for all devices and includes safety advice, fraud prevention and instructions in coding.

8. GROUPS:

The Groups Secretary had been in touch with Group Leaders and will be back in touch after the announcement on 19th July. There would be further communication as above under 'Open Morning'.

The Committee felt that we should follow up on previous suggestions of assisting new Group Leaders with initial setting up. This would be particularly important after the Open Morning.

9. SPEAKERS:

Speakers are booked for all of 2022 with the exception of November where a response is awaited from a possible Speaker.

Monthly meetings will once again be at the Goods Shed from September.

10. MEMBERSHIP STATUS:

Renewals are progressing well with 77 already received, many with complimentary notes and messages.

The Membership Secretary intends to contact all new Members separately asking them to come to the Open Morning if possible and to make themselves known to the Committee.

ACTION: An email to be sent specifically to new members.

11. NEWS BULLETINS:

The intention is that there will be a Bulletin at the beginning of August devoted solely to the Open Morning. It is hoped that each Group Leader will provide a few lines about their Group, past and future plans, aims, etc. Also suggestions for new Groups. Photographs are needed.

ACTION: The Group Secretary to help Bulletin Secretary by asking for details from Group Leaders as above.

It is intended that, after the Open Morning and resumption of Monthly Meetings at the Goods Shed, News Letters can be started again as there will be more news to include.

12. A.O.B.

There was no other business.

The next Committee Meeting was planned to take place on Monday, 2nd August at 2pm at 1 Northfield Road, Tetbury.