

BECCLES U3A Executive Committee Meeting

DATE & TIME	Weds 02.12.20 at 7pm
PLACE	BY ZOOM
CHAIR	Graham Jermyn (GJ)
PRESENT	Steve Blackburn (SB) / Mu Gurbutt (MG) / Pippa Holliday (PH) / Pauline Kettless (PK) / Rosemary Kerridge (RK) / Janet Lloyd (JL) / Carole Moore (CM) / Jim Savage (JS) /
APOLOGIES	John Matthews (JMT) / Mary Wright (MW)
MINUTES	Diane Dungate (DD) [Action 1]

NB

As for all meetings from April 2020, for the good governance of Beccles U3A and to conform with government restrictions on social distancing and self-isolation during the Covid-19 pandemic (referred to in this document as 'the current situation') this meeting was held by Zoom

ACTIONS FROM NOVEMBER MEETING

04.11.20

No.	Action	By whom?	By when?
1	to complete and distribute the minutes for this meeting to exec comm members <i>status: done</i>	DD	08.12.20
2	Group Risk Assessment Template: a) to distribute the new template for the generic group RA to all exec comm members for their views <i>status: done on 07.11.20</i> b) to read and respond as appropriate <i>status: done and ongoing</i>	SB ALL	asap asap
3	Ex-Oficio Committee Members: To include in the list of those to receive agendas and minutes of future exec comm meetings Lacey Baxter (LB), Angela Williams (AW), Vicki John (VJ) and Irene Squirrel (IS) <i>status: done. GJ updated by stating that he considers it sufficient to send ex-oficio members minutes but not agendas.</i>	GJ/DD	ongoing from Nov 2020
4	Zoom Training: to research any upcoming dates for training sessions and circulate them to members of the exec comm <i>status: done. RK attended a session and fed back on it. CM said that online facilities are not necessary for accessing Zoom meetings as one member was able to do so by phone making Zoom meetings fully inclusive if they wish to use this facility.</i>	CM	as available
5	Yoga on Zoom: To email PG for technical advice on the use of Zoom <i>Status: done. RK said that Bryn Raven is still the instructor for this group but it is hoped that Lissy Yates will take over as convenor. Bryn is aware that she can apply for a Zoom licence grant. It was considered that a RA is not required for these sessions as people are attending them in their own homes.</i> FOLLOW UP ACTION TO BE TAKEN RK to ensure that Lissy sends a list of group members to JS so that he can check that their memberships are up to date	RK RK (2)	asap asap
6	2021 Blind Dog Puppy Walking Calendars: a) to contact the person collecting the calendars b) to send PK the names and addresses of members who requested them c) to deliver them <i>status: all done. GJ expressed thanks to PK for doing this</i>	PK CM PK	05.11.20 asap asap

ACTION CF FROM OCTOBER MEETING

04.10.20

No.	Action	By whom?	By when?
3	Philosophy Group: to liaise with LB to see find if she followed up with Parvez Shaheen on the names of the Philosophy Group members <i>status: Done. LB has now contacted Parvez Shaheen, he has replied to her and has passed his reply to GJ.</i> FOLLOW UP ACTION TO BE TAKEN DD to ask GJ to pass this information to RK as Group Support for Philosophy	LB DD (3a/b)	asap asap

MINUTES OF THIS MEETING

Item	Raised by	Comments	Action
1 Apologies	GJ	See table at head of this document	
2 Declarations Of Interest	GJ	None relevant to this meeting	
3 Minutes previous meeting and matters arising (04.11.20)	GJ	Minutes of Previous Meeting <i>Proposal to accept the minutes as a true and accurate record of the meeting</i> <i>prop by: JL</i> <i>sec by: JS</i> The minutes were approved and will be signed off at home by GJ <i>Matters Arising</i> p3 item 9 (Monthly Membership Meetings): The name James Garland should read Charles Garland.	
4 Treasurer's Report	CM	FINANCIAL STATEMENT 30.11.20 CM distributed copies of her report (D1) by email to all comm members in advance of the meeting. CM talked through the details of income, expenditure, transfers and adjustments. Account Balances <u>Main:</u> to include Bank Balance = £645.01 + Savings account = £13,225.36 = Cash account £38 = Total £13,908.37 <u>Social:</u> £438.53 <i>Ques/Points Arising</i> CM now has the signatory details for PH and will be actioning that this week. CM will liaise again with PH on the matter	CM (4)
5 Membership Secretary Report	JS	Membership Update 30.11.20 *new members since the last meeting = 0 (0 male + 0 female) *fully paid up members to date = 681 <i>points/ques arising</i> None	
6 Website	GJ	Update from Sub-Group Meeting 30.11.20 emailed to all exec comm members in advance of this meeting (D2) 1) Uncertainty continues about numbers renewing for next year (2021/22) It was agreed that we need to see developments in the current situation before we embark upon spending. 2) The continuation of lockdowns and restrictions is starting to have an effect upon both members and exec comm members. Consideration of a new website requires a committment of considerable time and energy, difficult for people to provide at the moment 3) Angela Williams (AW) and Felicity Hillier (FH) have worked hard in the last few months to update our website and deal with the changes which have been introduced nationally within SiteBuilder. This is not a modern platform and so is not very flexible but it is understood by AW and FH. AW undertook to find out how many other large U3As cope with SiteBuilder <u>ACTION TO BE TAKEN</u> GJ will contact U3A Nat Off to find out if there are plans to replace SiteBuilder 4) A survey of members will be conducted in the new year to find out their views on communications and what they would value from us. 5) to discuss the strategy for membership renewals for 2021/22 (see details in item 9) with the question of if we should we make greater use of electronic renewals DISCUSSION POINTS RAISED *Bearing in mind plans for renewals in Mar 2021 it is a good idea to put this matter on hold (See also item 9) *The most challenging aspect of the website is getting convenors to update it *RK has liaised with Princes Risborough U3A. who recently changed their website. She received a very friendly, helpful letter from the Chair offering help or advice should we require it. She said that Princes Risborough are a much smaller U3A than Beccles with a team of 3 people who work on their website.	GJ (5)

7
Monthly
Membership
Meetings

MG

RECENT SPEAKERS

*Tracy Mackness: Giggly Pig this was excellent and very entertaining.
*Steven Ashworth: Lies, Damned Lies And Statistics presenting this online was challenging but he will be more than welcome to return when he can give a live presentation on Kitchen Chemistry.

UPDATE ON SPEAKERS FOR THE REMAINDER OF 2020

All speakers have confirmed that they can present either in person or on Youtube

Date	Speaker	Topic
09.12.20 am & festive meeting	Geoff Lavery	i) Conducting Choirs Confirmed this with MG
	Brother Heindrich's Christmas	ii) Seasonal Dramatic Production

MG reported that the Christmas dramatic production is ready. She said that RT carried out a superb job of pasting together all the parts and she is very pleased with it. As he has put in such a lot of work, MG suggested paying him extra. GJ said that RT will probably invoice accordingly.

ACTION TO BE TAKEN

GJ asked MG to send a copy of Geoff's material by Sun 06.12.20 so he and RT will be able to download it.

MG (6a)
GJ/RT (6b)

GJ expressed verbal thanks to MG and PG for all their planning and preparation to make it happen.

UPDATE ON SPEAKERS FOR THE START OF 2021

Date	Speaker	Topic
07.01.21	Charles Garland	Dad's Army Confirmed but GJ will liaise again with him as he favours ques/an by the audience and this could be difficult when presented online
20.01.21	Prof John Shepherd	Climate Change confirmed
04.02.21	Jenny Malin	My Grandmother's Legacy: a 170 yr old recipe book The book was handed down and reflects where the family lived; Portugal, Germany and India
17.02.21	Anthony Poulton-Smith	Crime On The Canals
04.03.21	Steve Tricker	Deer Management In Suffolk
17.03.21	Dr Twigs Way	Marianne North: Victorian Botanical Painter and Traveller who has a gallery at Kew Gardens named after her
08.04.21	Dr Richard Hoggett	Bury St Edmunds Abbey This will mark its 1,000th anniversary
21-04.21	Sarah Slater	Sex, Secrets And Salacious Gossip Of The Royal Court 1660-1830 Sarah is a guide lecturere at Hampton Court Palace This is likely to contain explicit material

GJ (7)

Ques Raised

Ques: MG raised the question of when Monthly Members Meetings would once again be live in Beccles PH so that she can plan for this when booking future speakers.

Ans: GJ said that Ryan Takman (RT) is now back at work full-time. This may change in the new year, but it could give us problems for virtual meetings

OTHER SPEAKERS ON HOLD FOR 2021

The following has stated that they would prefer to deliver in person

Speaker	Topic
Joy Hawkins	In Or Out: Contraception Throughout The Ages
Robert Tilney	Antiques Roadshow
Jim Graver	The Big Issue
David Murton	Astronomy For Beginners
Toby Capwell	Armour

		Terry Waite	Hostage In Lebanon	
		Sally Dearman	MG is still waiting to hear back from her	
8 Group Updates	LB	<p>a) General Update *RK said that she had received 2 very favourable comments on Beccles U3A about the great job it was doing in the current circumstances. *PK received an email from a member offering to give a presentation. This was very well received *The walking group will be restarting next week (wk beg 07.12.20) The Convenor, Peter Westmacott (PW) has been distributing maps so that people can walk individually if they wish. <i>Issue Arising</i> The numbers attending each individual walk was discussed. it was agreed that the Rule of 6 must be followed and this is clearly stated on the website.</p> <p>b) Group Expenses for November Nil return for the month. LB said that she has so far received responses from about 2/3 of all groups indicating whether or not they had any expenses</p>		
	MW	<p>Group Grants <u>Applications since the last meeting:</u> Nil return for the month</p>		
	SB	<p>Covid-19 Group Recovery Grants <u>Applications since the last meeting:</u> 1 We have received a formal application from PG to cover costs of rehearsals for the Christmas presentation. <u>Total applications:</u> 7 Following agreement at the Nov meeting, to continue Zoom licences until the end of March 2020, SB is currently working on the costings for this.</p>		SB (8)
9 Renewals Next Year	GJ	<p>Renewal Process 2021-2022 GJ said that renewals normally take place in March but with the restrictions of the current situation likely to still be in place, asked what action should we should we take as we will need to start preparing in New Year? DISCUSSION The matter was discussed at length and the following raised; - a possible extension to the renewal period - a possible reduction in fees for the year 2021/22 - the method of renewal DECISIONS - that a public renewal event is out of the question - for all members to renew their membership either online or by post - to charge 75% of the regular annual membership fee with the figure rounded down ACTION TO BE TAKEN CM will examine figures for this and report back to the exec comm. It was agreed that this reduction would be a gesture as members have missed out on a lot as a result of the current situation. CM responded by emphasising that it will be important to clarify to them that this is a gesture for 1 year only</p> <p><u>Online Membership Form</u> There was a short discussion on the content of the electronic membership renewal form and the wording needed for the inclusion of a Gift Aid declaration. CM asked whether or not this complied as we have a separate Gift Aid declaration ACTION TO BE TAKEN b) JS will send by Fri 05.12.20 an electronic membership renewal form to all exec comm members for them to respond to. He pointed out that this would be an http document so to look for it at the bottom of the screen.</p>		CM (9)
10 AOB	IS (via DD)	<p>Trips/Events: There have been no developments since the end of Nov 2020 and there remain, as yet, no bookings for Thursford 2021</p>		JS (10a) All (10b)

There being no other business the meeting closed at 8.17 pm

Distributions

Distributed by	Document/s	Reference
CM	Financial Statement 30.11.20	D1
GJ	Feedback notes from the Website Sub-Group meeting of 30.11.20 emailed in advance of this meeting	D2

Actions

No.	Action	By whom?	By when?
1	to complete and distribute the minutes for this meeting to exec comm members	DD	08.12.20
2	Yoga Group: to ensure that Lissy Yates, the prospective Convenor sends a list of group members to JS so that he can check that their memberships are up to date	RK	asap
3	Philosophy Group: a) to ask GJ to pass to RK the names of the philosophy group members sent from Parvez Shaheen b) To pass this information to RK	DD GJ	asap asap
4	Signatories: to liaise again with PH on the matter of her signature being added to the list of signatories	CM	asap
5	Sitebuilder: to will contact U3A Nat Off to find out if there are plans to replace SiteBuilder	GJ	asap
6	December Monthly Members Meeting: a) to send a copy of the material for Geoff Lavery, speaker for the December Monthly Members Meeting to GJ b) to download the material	MG GJ/RT	Sun 06.12.20 09.12.20
7	Speaker Charles Garland, Dad's Army 07.01.21 To liaise again with Charles Garland on the issue of a ques/ans session by the audience when his talk is presented online	GJ	asap
8	Zoom Licences: to report back on the costings for Zoom Licences	SB	exec comm meeting 06.01.21
9	Membership Fee for 2021/22: to examine figures for a charge of 75% of the regular annual fee and report back to the exec comm	CM	exec comm meeting 06.01.21
10	Renewal Form for 2021/22: a) to send by Fri 05.12.20 an electronic membership renewal form to all exec comm members for them to respond to. b) to read and return their comments on this documents to JS	JS ALL	05.12.20 asap

DATE/TIME OF MEETINGS FOR THE FIRST QUARTER OF OF 2021

7pm Weds 6th Jan

7pm Weds 3rd Feb

7pm Weds 3rd Mar

by Zoom pending an update on the current situation

Meanwhile, however we each celebrate it this year, here's wishing all of us a peaceful and happy Christmas.

Stay safe and see you all in January.

PTO FOR Appendix

APPENDIX

SUGGESTED FUTURE SPEAKERS/TOPICS

*Following a talk at Probus, JMT suggested the subject of early photography given by Pip Wright. He passed Pip's contact details to MW

*JL will pass details of another speaker to MW

*Anne Curry: Joan Of Arc / The Battle of Agincourt

*Hugh Williamson: Dead Sea Scrolls

*Recommended by the Hilliers (members), Tony Williamson UEA: Landscape History
Via Community Day Feedback

GJ and MW spoke to the following people who would be interested in coming to speak giving possibly 2 short talks at one session:-

- One Life Suffolk: free advice unit on losing weight, stopping smoking, healthy eating and exercise and also run a programme of healthy walks of different lengths

- East Anglian Driveability: Driving Assessments and Independent Outdoor Mobility: guidance for people with difficulties getting in or out of cars, advice for carers on wheelchair handling in or out of cars etc

*Waveney Enterprises: their work in Beccles

via Suggestion Box

from Barbara Bull (member);

*Steve Tricker: from Truly Traceable based in Halesworth on Deer Management

*Anthony Poulton Smith (journalist and author): variety of topics

via Janet Lloyd

*Butterflies.

and Science Group matters

Suggestions from those listed from other U3A speakers

- A History of Marriage

- History of the Theatre Royal, Bury St Edmunds

Suggested Topic

Wild Life In Your Garden