

BECCLES U3A Executive Committee Meeting

DATE & TIME	Weds 04.11.20 at 7pm
PLACE	BY ZOOM
CHAIR	Pippa Holliday (PH)
PRESENT	Steve Blackburn (SB) / Mu Gurbutt (MG) / Pauline Kettless (PK) / Rosemary Kerridge (RK) / Janet Lloyd (JL) / Carole Moore (CM) / Mary Wright (MW)
APOLOGIES	Graham Jermyn (GJ) / John Matthews (JMT) / Jim Savage (JS)
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 OCTOBER MEETING 07.10.20

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	11.11.20
2	Website sub-Group: GJ to lead the sub-group (MW, PK, RK, SB, JL and AW (Webmaster) and to set up a Zoom meeting <i>status: ongoing</i>	GJ	asap
3	Philosophy Group: to liaise with LB to see if she followed up with Parvez Shaheen on the names of the Philosophy Group members <i>status: done and awaiting an update from LB</i>	DD	asap
4	Group Risk Assessment Template: Based upon the latest U3A advice, to simplify the format of a RA to make it generic then distribute it to the exec comm for their opinion <i>status: done. SB reduced it from 14 pages to 7. PH is satisfied with the new format so SB will distribute it to all exec comm members for their views. (Action A2 for SB and all)</i>	SB	asap
5	Signatories: to delete PG's name from the list of signatories and replace it with those of his successors, PH and JS <i>status: done. JS has stated that he does not wish to be a signatory so the signatories will now be GJ, PH, CM and MW.</i>	CM	asap
6	Speaker 18.11.20 a) To contact Steven Ashworth and suggest he give his alternative presentation ' <i>Lies, Damn Lies and Statistics</i> ' b) Depending upon his answer to MG to liaise with him about the practicalities of presenting <i>Kitchen Chemistry</i> online. Speaker 09.12.20 c) to contact Geoff Lavery and follow up with him on his intended talk <i>Conducting Choirs</i> d) to liaise with GJ to update him on the Festive meeting Speaker 17.02.21 e) to liaise with Sally Dearman on the possibility of her talk being postponed until she will be able to present it in person. <i>status: done. For a full update of all the above see updated programme (item 7)</i>	MG MG, GJ & RT MG MG	asap 18.11.20 asap asap
7	Mailchimp: a) to post a letter to 90 members to check if they are experiencing problems accessing information sent by Mailchimp <i>status: done.</i> b) PH, RK and MW offered to help place the letters into envelopes at MW's home <i>status: done. For details see Chariman's report (item 4)</i>	GJ PH/RK/MW	asap When ready
8	Members' Coffee Mornings: a) to place an advert for Coffee Mornings in the next edition of the Newsletter b) to organise for them to be held on a weekly basis <i>status: done. For details see Chair's report (item 4)</i>	GJ	asap
9	Exec Comm Meeting 04.11.20: a) to host the meeting online b) to chair the meeting <i>status: done. This meeting took place as scheduled</i> c) to send out the standard agenda as usual <i>status: done and received by all</i>	CM PH GJ	04.11.20 " " " "
10	Exec Comm Coffee Morning: to set up a coffee morning for the exec comm to comply with the	GJ	asap

	rule of 6 <i>status: Done. For details see Chairman's report (item 4)</i>		
11	Ex-Oficio Members: To identify our ex-oficio committee members, check their email addresses and ensure that they are included in the list of those who should receive agendas and minutes of future exec comm meetings <i>status: done. For details see Chairman's report (item 4)</i> Updated Point Of Information: It was confirmed that any Group Grant applications are made first to LB who then passes them to MW	GJ/DD	asap
12	Exec Comm New Members Meeting: to arrange a meeting for new members to the exec comm. arrange over a couple of sessions so that everyone can be met while complying with the Rule of 6 <i>status: done. For details see Chairman's report item 4</i>	GJ/DD	asap
13	Nimble Fingers Group: a) to send contact details for Hilary Prior to SB b) to contact her <i>status: SB now has a current email address for Hilary Prior and the issue is now resolved</i>	PH SB	asap asap

MINUTES OF THIS MEETING

Item	Raised by	Comments	Action
1 Apologies	PH	See table at head of this document	
2 Declarations Of Interest	PH	None relevant to this meeting	
3 Minutes previous meeting and matters arising (07.10.20)	PH	Minutes of Previous Meeting <i>Proposal to accept the minutes as a true and accurate record of the meeting</i> <i>prop by: CM</i> <i>sec by: JL</i> The minutes were approved and will be signed off at home by PH <i>Matters Arising</i> None	
4 Chairman's Report	PH (on behalf of GJ)	Mailchimp: GJ had contacted 90 members by post to check if they are experiencing problems accessing information sent by Mailchimp He reported that; - he had received only a few replies and JS confirmed that he has received none - a few members took the opportunity to update their email address - the number of those opening mailchimp emails has not increased noticeably. Some were possibly even unopened Members' Coffee Mornings: An advert for Coffee Mornings was placed in the next edition of the Newsletter This received about 3 responses which have been accommodated within the existing group which meets twice monthly on Thurs. Exec Comm Coffee Morning: To comply with the rule of 6, sessions were organised for coffee mornings for the exec comm on Thurs 22.10.20 and Mon 26.10.20 at the Waveney Centre. A total of 6 attended which afforded the opportunity for a chat. Ex-Oficio Members: These are confirmed as; Lacey Baxter: groupexp.beccles u3a@gmail.com Diane Dungate: remaining as min.becclesu3a@gamail.com Vicki John: marketing.beccles u3a@gmail.com Irene Squirrell: events.beccles u3a@gmail.com Angela Williams: web.becclesu3a@gmail.com and will be included on the list of those to receive agendas and minutes of future exec comm meetings	GJ/DD (3)
5 Treasurer's Report	CM	FINANCIAL STATEMENT 31.10.20 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	

		<p>adjustments.</p> <p>Account Balances</p> <p>Main: to include Bank Balance = £1,069,63 + Savings account = £13,225.25 + Cash account £38 = Total £14,332.88</p> <p>Social: £493.53</p> <p><i>Ques/Points Arising</i></p> <p>Zoom Training: CM said she had attended one of the training sessions and found it rather long but nonetheless interesting and well presented. She recommended it to anyone who might be interested. There are currently no further dates but she will research for any and will circulate them.</p>	CM (4)																																										
6 Membership Secretary Report	JS	<p>Membership Update 30.09.20</p> <p>*new members since the last meeting = 0 (0 male + 0 female)</p> <p>* Total membership remains at 681</p>																																											
7 Monthly Membership Meetings	MG	<p style="text-align: center;">UPDATE ON SPEAKERS FOR THE REMAINDER OF 2020</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Speaker</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>05.11.20 am</td> <td>Tracy Mackness</td> <td>The Giggly Plg Company confirmed</td> </tr> <tr> <td>18.11.20 am</td> <td>Stephen Ashworth</td> <td>"Lies, Damned Lies and Statistics" Confirmed but topic might change due to the effects of the current situation at UEA</td> </tr> <tr> <td colspan="3" style="text-align: center;">PLEASE NOTE, NO EVENING SOCIAL MEETING IN NOV</td> </tr> <tr> <td>09.12.20 & festive meeting [am]</td> <td>Geoff Lavery Production</td> <td>i) Conducting Choirs Brother Heinrich's Christmas both confirmed</td> </tr> </tbody> </table> <p style="text-align: center;">UPDATE ON SPEAKERS FOR THE START OF 2021</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Speaker</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>07.01.21</td> <td>James Garland</td> <td>Dad's Army</td> </tr> <tr> <td>20.01.21</td> <td>Prof John Shepherd</td> <td>Climate Change TBC</td> </tr> <tr> <td>04.02.21</td> <td>David Smith (Former Police Officer)</td> <td>Finger Printing MG has contacted him and is awaiting a reply</td> </tr> <tr> <td>17.02.21</td> <td>Anthony Poulton-Smith</td> <td>Crime On The Canals</td> </tr> <tr> <td>04.03.21</td> <td>MG checking his name</td> <td>Deer Management In Suffolk</td> </tr> <tr> <td>17.03.21</td> <td>Dr Twigs Way</td> <td>Marianne North: Victorian Botanical Painter and Traveller who has a gallery at Kew Gardens named after her</td> </tr> </tbody> </table> <p>MG thanked people for their ideas for future speakers for which she is very grateful.</p> <p><i>Ques Arising:</i></p> <p>1) <i>Should we book more Zoom talks?</i> In the current situation but as a precaution it was agreed to continue with Zoom talks for a further 3 months. MG has a fall-back list should this be the case.</p> <p>2) <i>Should we continue with Evening Meetings?</i> As these are popular, especially in Winter, it was agreed to continue them and review the situation every 3 months</p> <p>3) <i>MG concluded by asking if we were missing out any topics?</i> It was agreed that the programme is sufficiently varied with something for everyone.</p> <p>PH verbally thanked MG for her work on the talks.</p> <p style="text-align: center;">SPEAKERS ON HOLD FOR 2021</p> <p style="text-align: center;">The following has stated that they would prefer to deliver in person</p> <table border="1"> <thead> <tr> <th>Speaker</th> <th>Topic</th> </tr> </thead> <tbody> <tr> <td>Joy Hawkins</td> <td>In Or Out: Contraception Throughout The Ages</td> </tr> <tr> <td>Robert Tilney</td> <td>Antiques Roadshow</td> </tr> </tbody> </table>	Date	Speaker	Topic	05.11.20 am	Tracy Mackness	The Giggly Plg Company confirmed	18.11.20 am	Stephen Ashworth	"Lies, Damned Lies and Statistics" Confirmed but topic might change due to the effects of the current situation at UEA	PLEASE NOTE, NO EVENING SOCIAL MEETING IN NOV			09.12.20 & festive meeting [am]	Geoff Lavery Production	i) Conducting Choirs Brother Heinrich's Christmas both confirmed	Date	Speaker	Topic	07.01.21	James Garland	Dad's Army	20.01.21	Prof John Shepherd	Climate Change TBC	04.02.21	David Smith (Former Police Officer)	Finger Printing MG has contacted him and is awaiting a reply	17.02.21	Anthony Poulton-Smith	Crime On The Canals	04.03.21	MG checking his name	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	Speaker	Topic	Joy Hawkins	In Or Out: Contraception Throughout The Ages	Robert Tilney	Antiques Roadshow	
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8 Groups	MW SB	<p>General Update <u>Yoga</u>: RK met with Bryn Raven and the potential new convenor, Lissy Yates. CM said if they wish to go ahead with meeting by Zoom she could possibly host it. RK said she would email PG for technical help on the use of Zoom <u>Art For Fun</u>: PH said that all Group members have now all been refunded <u>Nordic Walking</u>: The matter is ongoing with a potential new convenor</p> <p>Group Grants <u>Applications since the last meeting</u>: 1 from the Mediaeval History group. This has been approved by the sub-committee.</p> <p>Covid-19 Group Recovery Grants <u>Applications since the last meeting</u>: 0 <u>Total applications</u>: 6 <u>Ques Arising: Should we extend the Covid-19 Recovery Grants to the end of 2021?</u> There was a short discussion. SB asked if we would save money by buying Zoom licences for convenors? CM said she was not in favour of this since these licences are valid for 1 year by which time groups may no longer need them DECISION To continue the grants until at least the end of Mar 2021 then review it as they are currently not causing a drain upon our finances.</p>	RK (5)										
9 AOB	IS CM	<p>Trips/Events: There have been no developments since last month.</p> <p>CM asked PK if she had contacted the person collecting the 2021 Blind Dog Puppy Walking Calendars. PK said that she will be doing so tomorrow (Thurs 05.11.20) and would also be willing to distribute them. CM thanked her and will send her the names and addresses of members who requested them</p>	PK/CM (6)										

There being no other business the meeting closed at 7.45 pm

Distributions

Distributed by	Document/s	Reference
CM	Financial Statement 31.10.20	D1

Actions

No.	Action	By whom?	By when?
1	to complete and distribute the minutes for this meeting to exec comm members	DD	11.11.20
2	Group Risk Assessment Template: a) to distribute the new template for the generic group RA to all exec comm members for their views b) to read and respond as appropriate	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), Vicki John (VJ), Irene Squirrel (IS) and Angela Williams (AW)	GJ/DD	ongoing
4	Zoom Training: to research any upcoming dates for training sessions and circulate them to members of the exec comm	CM	as available
5	Yoga on Zoom: To email PG for technical advice on the use of Zoom	RK	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	PK CM PK	05.11.20 asap asap

DATE/TIME OF FINAL MEETING OF 2020

7pm Weds 2nd Dec

by Zoom pending an update on the current situation

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