

**Minutes of Burton on Trent u3a Committee Meeting
Tuesday 6 July 2021 10am
conducted via Zoom due to ongoing Covid restrictions**

Present:

Pat Chamberlain - Chair, Christine Davenport - Vice Chair and Communications, Lesley Bayston - Secretary and Membership, Basil Armett – Treasurer, Chrys Smedley – Beacon, Janet Heckle - Groups' Secretary, Mary Corbett

1. Apologies: Gill Jangra – Events Secretary,

The Secretary agreed to take the minutes on the understanding there was no email discussion between committee meetings
Everyone agreed,

2. Minutes of May and June meetings

Were signed as true record and will be uploaded to the website

3. Matters Arising

April

5. Network agreement – still awaiting reply (Lesley)

14. Coffee mornings

The Chair explained The Winery had pulled out of hosting and The Crossing did not open until midday. The Hideaway was suggested as a future alternative. Centro were very helpful and had been made aware of our requirements. This will be trialled for 3 coffee mornings in July and August,
The noticeboard remains stored at The Dial and will not be used at Centro.
Coffee morning will be held 10.00 – 11.30

3 copies of activities for Lunches and Outings will be produced and laminated

Action: Christine/Lesley

The Groups' Coordinator agreed to produce a chart detailing the groups details for use at coffee mornings

Action: Janet

May

5 email address & phone numbers

The Lunches co-ordinator agreed to remove her phone number from Ballroom Dancing and her address from Lunches. Also to make the Lunches email address inline. The phone number will remain for Lunches,

Action: Christine

13 Beacon committee requirements

Discussion followed regarding Beacon permissions to access members' data with regard to Data Protection.

The Secretary to contact National Office for a definitive answer per role

Action: Lesley

June

11 Christmas event tickets

A decision was made to charge £3 for tickets for Gresley Choir.
Attendance of a maximum of 80 attendees plus the committee would be allowed.
A mince pie and tea/coffee would be offered, however it would be necessary to clean the church afterwards
The Chair said she had previously organised a raffle and would do so this time.

Clarification will be sought from the church to if a raffle would be allowed

Action: Mary

Details of the event to go in the newsletter and on the website

Action: Mary/Lesley

The committee will have to purchase a ticket although they will be there to help.

16 Click and Collect

This is deferred until the August meeting. The Secretary to circulate any correspondence

Action: Lesley

4. Chairman's Report

Following a visit to The Winery by myself and Mary we thought we had found a good temporary venue for our Coffee Mornings. Unfortunately following the PM's announcement of the restrictions continuing The Winery have said that they no longer wish to hold these events.

The Crossing was discussed but on contacting them we found that they do not open until 12 noon and had no wish to change that.

Since then we have made a visit and spoken to the management of Centro, this is the cafe area in Coopers Square. They are only too pleased for us to use their facility and look forward to seeing us on 27th July, 10th and 24th August.

A condolence card has been sent to the family of Dorothy Phippin.

A copy of the Summer Newsletter has been posted out to all who had requested a copy.

It was mentioned that those who paid for a printed copy of the newsletter also received it by email.

Access to the Polls on Beacon was mentioned as using this filter would prevent the situation happening

5. Secretary's Report

There has been no correspondence from National Office apart from the information about the National AGM.

If we wish to vote it is necessary to register. Burton u3a will have 3 votes.

The problem of the reciprocal agreement queries is ongoing and with the Network Secretary.

Replies to Burton u3a AGM are such that we should be quorate. The responses are mixed, with nothing guaranteed.

Voting at the National AGM was discussed.

The Vice-Chair proposed and the Groups' Secretary seconded the Secretary should vote

Action: Lesley

The results to be put in the minutes.

Lanyards to be distributed at the August meeting

Action: Lesley

6. Treasurer's Report

BURTON ON TRENT U3A TREASURERS REPORT JUNE 2021

MAIN ACCOUNT

BANK BALANCE JUNE 1	12957.08
RECEIPTS	
SUBSCRIPTIONS ETC	161.50
BOWLS	258.00
FRENCH 3	56.00
TOTAL	13432.58
PAYMENTS	
ZOOM LICENCE	14.39
BANK BALANCE JUNE 30	13418.19
TOTAL	13432.58

SOCIAL ACTIVITIES ACCOUNT

BANK BALANCE JUNE 1	299.64
RECEIPTS	
KYNREN TRIP	10796.00
BANK BALANCE JUNE 30	11095.64

The Treasurer reported he had sent a reminder re the quarterly returns and some groups had sent session fees for 2020-2021.

He is awaiting an invoice for the Kynren trip

He has spoken to Stone u3a about membership renewal via Beacon. Stone have decided against using Beacon as it uses PayPal and the process is complicated and takes a long time. PayPal charges 40p per transaction, which he feels penalises the members.

Next year he suggests offering online banking.

a. Storage

He reported that equipment for Antiquarian, Singing and Jazz is stored in a locked cupboard in the gents' toilet but is in danger of damage as cleaners also use this cupboard. The equipment is all very dirty. The insurance covers damage to equipment if stored in a locked cupboard but the excess is high.

The Groups' Secretary advised the cleaning equipment belongs to the Club and will be moved very shortly.

The new Club Secretary needs Risk Assessment done. Forms to be sent to her for perusal.

Action: Lesley

The Treasurer advised that according to cc26 our level of income means risk assessment is not a legal requirement.

Action: Lesley (agenda)

Questions arose about equipment stored at other venues. This to be investigated.

Action: Janet

The Groups' Secretary asked if she was insured for equipment stored at her home. The Treasurer to investigate.

Action: Basil

7. Membership Secretary's Report

There are 591 members plus 3 reciprocal members. This includes 3 new members in the last month.

The highest membership number is 1517.

31% of membership are men, 69% women

The handover of Membership Secretary to Mary has progressed as far as possible but she is in need of the Membership Secretary laptop to complete the process.

A heated discussion followed regarding for whom the 5 laptops had been ordered in the autumn 2020.

There are several old laptops in working order and it was suggested the Membership Secretary should have one of these.

As the Membership Secretary needs to be able to access Office, the Chair proposed and the Membership Secretary seconded that another laptop should be purchased. 4 voted For, 3 Against.

Mary to source the new laptop

Action: Mary

8. Beacon Report

A group leader contacted me in respect of the use of apostrophes in the subject field of an email. When sent the recipient received a mysterious set of text for example &039# - I reported this to the Beacon helpdesk and apparently it is a known fault, and the software is being corrected.

Until such time it is corrected the suggestion is not to use abbreviations in the subject field

9. Interest Group Secretary's Report

I have confirmed the arrangements with Priory Centre for committee meetings to commence on August 3rd

Pat testing to take place on August 14th

I have now handed committee meeting bookings over to Lesley as secretary.

After the first Pat testing, after covid, has taken place I wish to hand this over to another committee member.

After contacting all groups about assets, I have attached a list of items that I need to collect and items the committee need to agree can be written off, before I can complete an up to date assets list for each group and pass the information to Basil as treasurer.

Regarding assets I have become aware that an arrangement needs to be made to transfer the membership computer, on loan to Christine, to Mary.

In a few days time I am joining my Scottish family for a long awaited holiday.

I will not be returning until after the committee meeting in August so I send my apologies for my absence and that there will be no Group's secretary report

Family History

Three CDs coordinator left the area.

Studying the Bible

3 CDs With Christine Davenport

Bridge learning bridge DVD coordinator has never seen this.

French 3

DVD's coordinator thinks they may have gone to the charity shop by mistake.

History

B Tech BT890 cart for projector

Pros fix VHS BPV2 Coordinator does not recognise either of these.

Photography

DVDs Better photography V1& V2 Coordinator does not recognise these.

Philosophy

Book Introduction to Western Philosophy Coordinator has never seen this.

German

Flip chart 2mm bullet tip Coordinator does not have this.

Art

Double set DVDs coordinator says he has never seen them.

Says all books are a donated library, given by members past and present.

Computer group

Acer X110P 3D black (projector)

Projector bag

Both of above given to committee and sold (chairman's wife)

LP104R wireless presenter with red pointer Judy says never had one, used her own.

Asus A53U-SX12 6V Laptop

HP Pavillion laptop These 2 laptops with Chris Hesketh

Compaq CQ58 331 SA and bag & Apple adaptor for projector with Judy Eberley

Antiquarian

Oxygon tripod projector screen Returned to committee to be sold

Targus remote wireless presenter No information found

Secretary

HP Pavillion notebook 15P276NA & Office 360 software No trace at all

10. Events Secretary's Report

I have had a meeting with Gill and she has given me some table cloths, a banner and various sundry items for the Tea and Talk meetings. I have now also received the information regarding the gentleman who is giving the September talk about The Shadows and I will be contacting him nearer the time.

11. Voting

Clarification was sought about counting Abstainers. A simple majority was agreed.

12. National AGM

This was discussed in the Secretary Report.

13. Clarification of checking membership cards

As not all co-ordinators use Beacon to keep their membership up to date, it was decided that membership cards should be checked once per year or when a new member joins their group.

A co-ordinators meeting was suggested for the autumn

Action: Janet

14. Assets

The Groups' Secretary reported she had compiled a list of equipment held by groups. A list will be made available for the website so other groups may borrow if required.

Action: Janet

Writing-off equipment should be regarded as a one-off

Groups should take responsibility for their equipment and inform the Treasurer of any change.

The Groups' Secretary will collect all redundant equipment although some is broken.

Action: Janet

15. Newsletter assessment

The Chair reported all comments received about the newsletter have been positive and that it fits into an A5 envelope with a second class stamp.

16. Cycling request

A request has been received from the Cycling co-ordinator that the u3a stands the cost of cycling tops and the group members will repay,

Discussion followed and it was suggested the co-ordinator collected the money before placing the order.

The chair to reply to the co-ordinator

Action: Pat

17. 10th Anniversary

This to be removed from the agenda with a view to celebrating the 15th anniversary.

18. AOB

A suggestion for the Induction of new committee members was suggested for after the coffee morning on July 23.

The Secretary to confirm the availability of new members after voting has closed.

Action: Lesley

Date, Time and Place of next Committee Meeting: Tuesday 3 August 2021 at 10.00 am at the Priory Centre