

CALDICOT AND DISTRICT U3A

Minutes of Committee Meeting No.5 (2020/2021)

Date: - 26THNOVEMBER 2020

Venue: 10.15 PORTSKEWETT INN

Time: 10.15

Present:

Robert Harry	Chairman
Linda Stewart	Vice Chairman
Tony Hodson–Hirst	Treasurer
Helen Womald	Committee Member
Glenice Dallow	Gift Aid Coordinator/Group Coordinator
Betty Waite	Link Secretary/Welfare
Linda Howells	Committee Member

1.5.2020 WELCOME AND APOLIGIES FOR ABSENCE

ACTION

Chairman welcomed everyone, apologies from Angela and Pam

2.5.2020 MINUTES OF COMMITTEE MEETING HELD 30TH JULY 2020

Minutes read and approved

3.5.2020 MATTERS /ACTION ARISING

4.5.2020 CORRESPONDENCE

None to date

5.5.2020 TREASURERS REPORT

NOVEMBER BALANCE SHEET

The October balance sheet was distributed shortly after the October meeting. This month the November figures have been sent in advance of the meeting.

You will note that our available funds have increased to £10,244.44 albeit that £698.93 of the sum is ring fenced for various small groups - a list is available.

Income this month is from subscriptions and a small sale of U3A diaries. Expense this month is from the purchase of the same diaries

(a books only transaction) plus the expenses of committee and members so far incurred in the distribution of Newsletters and cards.

Work is ongoing in respect of the completion of the group accounts in order to prepare for the annual report to the members now associated with the January Ballot.

Subscriptions have been received from the Membership Secretary to the value of £3,355.00 which is approximately some £1,000.00 down on the full potential at the current time.

BANK SIGNATORIES

No change from last month. Table Tennis mandate change is ongoing!

EXPENSES

I approached those Convenors who I believed had incurred costs in collecting membership subscriptions. One such has been reimbursed and another has declined to make a claim.

You are reminded that legitimate out of pocket expenses associated with the central funds are reimbursable on completion of the appropriate claim form.

FILING OF ANNUAL REPORT 2019/2020

Out application to submit our Annual Report and Accounts at some date later than the statutory requirement was accepted by the Charity Commission. Such new date to be advised by them in the New Year.

PRINTER - U3A PURCHASE

It is proposed to purchase a new printer for the continued production of the Newsletter and associated works. In order to enhance the appearance of what we publish it is suggested that this be a robust colour laser jet model. This item is to be discussed at our forthcoming meeting and, if a decision can be reached, we might be able to take advantage of some attractive offers currently available.

Anthony Hodson-Hirst

Treasurer

A vote was unanimously carried to replace the printer now in use and to buy a new colour printer to be used for the U3A.

6.5.2020 PUBLIC RELATIONS/NEWSLETTER

100 copies printed for October (majority hand delivered) along with some correspondence.

Thank you to those members who took the task off my hands.

December's newsletter will include the AGM announcement letter.

January's newsletter will include the Ballot paper and 2019/2020

AGM Minutes.

Numerous articles on varied subjects are in the December Newsletter

7.5.2020 MEMBERSHIP REPORT

Last number issued 363. Jan Potter apologies for not renewing.

One new member to return application form.

The Committee Members have all received lists of members that have not renewed their membership. The numbers of non-renewals were concerning and displayed particular groups within which there was a large number of members who had not renewed. The Committee were advised of some of the reasons why this deficit had occurred but voiced concerns for the future and identified methods of resolving the problem in the short term/

occurred but are concerned about the future and identified methods to resolve the problem in the short term.

8.5.20 THE AGM

Tony identified from a note written by Angela the process by which we would advise a Ballot for our members for the forthcoming AGM in January.

In terms of distribution of paper copies of the document ballot paper and newsletter, Committee members agreed to distribute these again.

9.5.20 MEMBERS QUESTIONNAIRE REPORT

Rob identified the success of the report and that the results in terms of the returns was extremely poor. That less than 50% of our membership of 2019/2020 had returned and that was 270 had not replied. Even at the current level of 363 signed up members 170 plus had not returned forms. Concernedly 35 plus members reported that they had not been contacted by a Committee member or Convenor. Looking at these figures and the membership non-renewal identified areas of concern and disappointment in terms of communication in some groups, between members and convenors especially with the difficulties of Covid restriction.

- Rob then identified that he had utilised the data report meetings with convenors /groups. Also, the range of communication system methods that we utilise to inform convenors and members.

COMMUNICATION SYSTEMS

- Email (via convenors/treasurers)
- Paper copies /Telephone (To non-email members)
- Newsletter (email, postal, delivered)
- Website Pages
- National Website/TAT
- Meetings of Interest groups/Monthly meetings
- Zoom/Online
- Policy, GDPR Constitutional Issues/Statement
- Financial Reports and Audits

- Minutes of Meetings (From Committee/Sub Committee)
- External Sources (Voluntary sector Agencies e.g. GAVA)

INFORMATION

- Financial/Budgetary Data
- Membership/Renewals Data
- Policy Constitution Up to date
- TAT Information Up to Date
- Charity Commission etc;
- AGM Criteria Info 2021
- Groups/Convenors Information e.g. Membership, costs, venues, viability, provision etc. (Report)
- Members Questionnaire info, re: Contact/Non-Contact Newsletters and Renewal (Report)
- Membership Renewal (Info in Covid year)
- Updating our website
- More Inputs into Newsletter
- regular Committee/Sub Committee News update)

However, despite all of this it appears that we are unable to get Committee ideas/new initiatives to some members. Discussion then identified some of the points, roles and reasons why this was the case. The covid factor was clearly a huge factor and it appears that some members /convenors are finding it difficult to acknowledge or have not been informed the methods of delivery used in the past may need to change.

To try to remove the issues the committee agreed.

- That we would write to those members who had not renewed their membership or had not been contacted by a Convenor or Committee Member.
- That we would write to Convenors identifying the short comings Of the GDPR criteria especially within lockdown and covid criteria where no meetings could take place. Thereby we would wish to request that they or at the very least have a member's telephone number or at best an email address. This hopefully ensuring that in future lockdowns everyone is contacted.

Rob identified that it possible within whatever WGA guidelines in the next two months that we need to meet the convenors /group reps for discussions regarding possible ways forward. If meetings are impossible then we write to Convenors and possibly utilise other methods eg. Zoom for discussions.

It was agreed that the whole committee would be utilised and not just the Interest group working party. The reasons for this was that all of the committee members present were in fact members of Interest groups.

Rob Thanked all the committee for their hard work and said he would contact them in December and again early January.

No Meeting Date was set because we do not have information regarding future covid lockdown rules

10.5.20 **NEXT MEETING**

To be confirmed nearer the time

APPENDUM TO MINUTES OF THE COMMITTEE MEETING 26TH
NOVEMBER 2020

On 30th November 2020, the original decision made at the Committee meeting on 26th November was overturned. The original decision was that the committee would write to those members who had not renewed their membership at that time, approximately 80 people. However following lengthy discussion via email the Committee made a majority decision that they wished to follow a different course of action.

The Committee was now of the view that Convenors would be contacted to inform them that their members had not renewed their membership and they would deal with the matter accordingly. Another view was that we would wait until the expiry date of 31st Dec was reached. (The end date for renewal) to ascertain how many members had not renewed.

The Chair had stated although he stood by the view in the Minutes of the meeting of 26/11/20 he would go with the majority decision of the Committee. However he stated he would leave the decision made by them for Committee members to action .