



MINUTES OF CHEPSTOW U3A COMMITTEE MEETING HELD BY ZOOM FRIDAY 5TH JUNE 2020

Present: Derek, Pat, Nicky, Marion, Shelagh, Sue, Wilf, Irene, Hugh.

Apologies: Chris.

Minutes of meetings 5th May: Accepted.

Matters arising: None

PROJECTS & ISSUES:

Social

There was some discussion about the possibility of running evening social events via Zoom. This will be considered at the next meeting.

Beacon

The Beacon user guide has been issued. Members were asked to review the guidance in light of their usage and advise Ian if changes are required. **Action:** All.

A review of Beacon access has been undertaken and no changes are required.

Virtual Saturday coffee mornings

The possibility of using Zoom for virtual coffee mornings was discussed. It was recognised that Zoom works best with small groups for conversations. Hugh was asked to review the potential use of breakout rooms to enable a number of small groups to participate. **Action:** Hugh

Chepstow Volunteers Network Meetings

Nothing to report.

Volunteering

Nothing to report.

Data Storage

Chris has received the first hard drive and will try to find a way of getting it to Hugh for evaluation. **Action:** Chris.

Conveners' Meeting

Five Zoom meetings have been held involving ~50 conveners. The meetings were judged a success and provided a forum for exchanging ideas on operating during lockdown.

ChatLine

The list is being kept up-to-date and phone calls continue.

Website Review

The website is being updated to reflect the considerable activity occurring despite lockdown and recognise that it is the principal advertisement for new members.

REPORTS:

Chairman – Derek

The Development Plan Covid-19 Update has been updated to incorporate comments received and has been posted on the website.

Advice has been received from TAT that outdoor activities should be subject to risk assessments by organisers and participants. However, the advice also states that in Wales, it is not clear that any outdoor U3A activity could easily take place within the current restrictions. It was agreed that an email should be sent to conveners reflecting this advice. **Action:** Hugh.

Secretary - Hugh

Correspondence – Nothing to report.

A draft list of items to be stored on the newly bought hard disk storage had been circulated. It was agreed that the New Members Booklet is no longer current and should be removed from the website. Any further changes should be advised to the Secretary. **Action:** All.

62 Zoom meetings have been held on the U3A account with a further 40 booked.

Treasurer – Pat

An analysis of the main account for the first half of 2020 had been circulated. This shows the effect of the lockdown with total spend very similar to 2019 despite increased members and some magazine costs carried over from 2019. Continuing lockdown could see savings of ~£1900 compared to 2019. It was agreed that the analysis was very clear.

Groups spend has virtually ceased due to the lockdown. The review of how group finances are managed has still to take place. **Action:** Pat

The September Walking Week is under threat from the lockdown. Information is being sought from the hotel.

It was reiterated that financial commitments on behalf of the U3A could only be made by a committee member.

Convener Liaison – Wilf

There is increasing use of Zoom by groups. Annie Riley has started a virtual stress management group, a virtual Bookworms group has started and some groups are meeting more frequently than before.

A potential candidate for the Convener Liaison role has been identified.

Programme – Marion

The first Tuesday Live session took place with ~54 attendees for David Downs' talk. Topics have been identified for sessions on 16th June, 23rd June and 7th July. Hugh will email members about the talk on Tea on 16th June and update the website. **Action:** Hugh – completed.

Committee members were asked to approach possible contributors and let Marion know about positive leads. **Action:** All.

Marion will write an article for the magazine about Tuesday Live. **Action:** Marion.

Membership – Irene & Sue

As at 31st May, membership on Beacon was 939, 26 higher than 2019. During May, one new member joined, 10 resigned, one sadly died and 2 members deferred payment. There were 33 renewals during the month. 49 renewals were outstanding, compared with 69 in 2019.

Marketing – Nicky

It was agreed that in the current circumstances it would be desirable to have an August magazine this year. **Action:** Nicky.

TAT has held a focus group on revising the U3A branding. It is not yet clear what changes might be made or how this should be adopted/adapted for Chepstow U3A.

Network – Derek

The next network meeting is scheduled for 19th July. It was agreed that the Chepstow U3A Zoom could be used for this.

Next meeting: Tuesday 7th July 2020 at 10:00 am by Zoom