



MINUTES OF CHEPSTOW U3A COMMITTEE MEETING HELD BY ZOOM TUESDAY 5TH MAY 2020

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

Apologies: None.

Minutes of meetings 31st March: Accepted.

Matters arising: None

PROJECTS & ISSUES:

Social

It was agreed that the wine tasting should be deferred to Friday 13th August 2021 (**Action:** Nicky) and the whist drive to Spring 2021. **Action:** Hugh - completed.

Beacon

Following our demonstration of Beacon, Monmouth U3A will be adopting Beacon.

Facebook

More members and groups are now providing material. Members should be encouraged to save posts to their own profile.

Chepstow Volunteers Network Meetings

Shelagh will write an article for GAVO on what our groups are doing. **Action:** Shelagh.

Volunteering

This is on hold during the current situation.

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.

Committee members were asked to identify what data they consider should be held on the drive so that Hugh can implement a suitable directory structure. **Action:** all.

Conveners' Meeting

It is felt that face-to-face meetings will be difficult for some time, so a Zoom meeting should be considered for each of the six faculties, potentially three days per week for weeks commencing 18th and 25th May. **Action:** Wilf.

ChatLine

The list is being kept up-to-date. It is important to provide feedback to Irene on whether recipients want to remain on the list and whether they are in need of anything. The focus should be on members on their own, noting that conveners of many groups are keeping in touch with their group members.

REPORTS:

Chairman – Derek

At the start of the lockdown, Chepstow U3A had held its AGM, collected a significant number of subscriptions and had good financial reserves, unlike some other U3As. The subscription to Zoom is working well but social distancing is causing difficulty to many groups and can be expected to affect us for some time. During this period, we need to focus on retaining members and providing value for money.

We should keep helping groups to operate, help groups that are not operating and promote new groups that can operate in the current environment. There is a need to improve 'non-group' activities and the opportunity can be taken to tidy up administrative matters.

A reply has been sent to TAT regarding raising the profile of the U3A but no feedback has been received.

Newport U3A has offered to forward their newsletter to us. We have responded positively but have yet to receive a copy. Caldicot U3A is virtually closed and not collecting subscriptions, although their computer group is still operating. Monmouth U3A is operating.

Derek will provide Shelagh with a link to our magazine to send to GAVO. **Action:** Derek

It was agreed that Derek should be able to use the Chepstow Zoom account for meetings with the Drill Hall committee.

Secretary - Hugh

Correspondence - GAVO have asked for positive stories and Shelagh will respond (see above).

GDPR review – It was agreed that conveners should be encouraged to use Beacon to avoid email addresses being circulated, particularly for official communications. bcc distribution lists also keep email addresses private and should be used in preference to open distribution lists.

Risk Register update – the proposed changes were agreed. A new risk should be added to cover the potential for the U3A to cover losses incurred by groups as a result of the current situation. **Action:** Hugh - completed.

25 Zoom meetings have been held on the U3A account with a further 18 booked.

Treasurer – Pat

The equipment list has been updated with recent purchases.

Following successful month end reconciliation, it was agreed that the co-option of David was no longer required. Hugh will write to David (**Action:** Hugh – completed) and Derek will arranged for his Beacon access to be removed. **Action:** Derek – completed.

New mandates are required to change the signatories for the bank accounts, with signatures. Pat will arrange this when it is practical to secure the necessary signatures. **Action:** Pat.

The Holiday Fund bank account is still active but is an instant savings account rather than a current account, so does not have a chequebook.

Chris has some proposals to simplify the use of Beacon for finance and will contact Pat. **Action:** Chris.

Pat, Chris and Hugh will meet to review how group finances are managed. **Action:** Pat

The only activity which has incurred a loss as a result of the coronavirus was the ceilidh. Full refunds have been received and passed on to members for the theatre trip and race day. Refunds have also been received from Monmouth council for advance rentals.

It was agreed to have a review of the main account at the June meeting. **Action:** Pat.

Convener Liaison – Wilf

Not all groups are operating although 26 groups are reporting activity on the website and many others are keeping in touch. A number of groups are using Zoom and the Mah-Jong group are the latest group to do this.

A Stress Rescue short course has been proposed and will meet in May. Wilf will set up the group in Beacon. **Action:** Wilf.

Wilf and Derek will review Beacon access security. **Action:** Wilf/Derek.

Programme – Marion

The proposed talk on Bees will be postponed to May 2021 as it has seasonal relevance. Whilst the June meeting has been cancelled, David Downs has agreed to give his talk by Zoom.

It was agreed that the July party should be cancelled but we should consider how Zoom could be used for weekly events, giving members the opportunity to keep in touch, deliver readings/demonstrations and

exchange ideas. Shelagh and Marion will develop proposals for the first sessions (**Action:** Shelagh/Marion) and Hugh will book Zoom from 14:00 every Tuesday from 2nd June. **Action:** Hugh - completed.

Membership – Irene & Sue

As at 30th April, membership on Beacon was 950, 32 higher than at the end of April 2019. During April, one new member joined, 15 resigned and 3 members deferred payment. There were 55 renewals during the month. 94 renewals were outstanding, compared with 115 at the end of April 2019.

Marketing – Nicky

It was agreed that the open day scheduled for October should be deferred to 24 April 2021. **Action:** Nicky. A new poster design is required and it was agreed that a competition could be held to seek designs from members. **Action:** Nicky.

The May magazine was the biggest ever and some items still could not be included.

Network – Derek

The next network meeting is scheduled for 17th July.

Constitution

A couple of issues have been identified where there have been difficulty complying strictly with the constitution. The current situation has also highlighted constitution difficulties for some U3As who did not hold their AGMs before the lockdown. It was agreed that a log should be kept of issues which should be addressed at the next constitution review. **Action:** Hugh.

Next meeting: Friday 5th June 2020 at 10:00 am by Zoom