



MINUTES OF CHEPSTOW U3A COMMITTEE MEETING HELD BY ZOOM TUESDAY 1ST SEPTEMBER 2020

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

Apologies: None

Co-option: It was agreed to co-opt Anne Pitman onto the committee for convener liaison.

Minutes of previous meeting: Accepted.

Matters arising: None

PROJECTS & ISSUES:

Restarting Groups

A Restart Group has been formed comprising Derek, Wilf, Anne, Shelagh, Sue and Hugh to pro-actively support groups with restarting face-to-face meetings.

TAT has given permission for outdoor groups to restart. As well as walking and cycling, some groups have opted to meet outdoors, either in private gardens or in public spaces.

Preparations are being made for indoor groups to meet when this is allowed. Activity risk assessments are in preparation and venue risk assessments are being sought from the venues we use.

Social

Nothing to report

Beacon

A prototype of Beacon 2 has been received by the development team.

Chepstow Volunteers Network Meetings

Nothing to report.

Volunteering

Nothing to report.

Data Storage

Both backup hard drives have been loaded with available information. Hugh will load any additional information if it is sent to him by email, 'We Transfer' or equivalent. **Action:** All.

ChatLine

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

REPORTS:

Chairman – Derek

Derek outlined the priorities for the short/medium term:

- Restart groups
- Move from Tuesday Live to Drill Hall meetings
- Identify new committee members (Chair +2) to replace those retiring at the next AGM
- The magazine
- Decide on whether to implement the planned £2 subscription increase
- Beacon 2
- Collecting 2021 subscriptions and running the AGM

Following discussion, it was agreed to support the following resolutions at the TAT AGM: Resolution 1 (approve minutes of 2019 AGM); Resolution 2 (approve annual report and accounts); Resolution 3 (appoint auditors); Resolution 4 (increase subscription from £3.50 to £4.00). The amendment to Resolution 4 (defer the increase to 2023) and Resolution 5 (Increase subscription to £4.50) will not be supported. Derek and Shelagh will be registered as delegates. **Action:** Hugh – completed.

The Chairman and two other committee members will have to retire at the next Chepstow AGM as they will have reached their maximum tenure. The committee were asked to consider and approach members who might be prepared to serve on the committee. **Action:** All.

Secretary - Hugh

Correspondence – Communications received from TAT have been circulated to the committee.

In the annual review of the risk register two potential changes were identified regarding virtual meetings and the shortage of venues for groups who used to meet in members' homes. It was agreed that these changes should be made. **Action:** Hugh.

170 Zoom meetings have been held on the U3A account with a further 35 booked.

Treasurer – Pat

A card reader was received for a member who no longer has financial authority, so it has been destroyed.

The list of people who can access U3A accounts will be updated. **Action:** Pat

A bequest of £1,000 has been made by former member Eric Lucas, who was active in the U3A with walking, drama and building stiles. His daughter Anne Scott has offered to write an article for the magazine about Eric. Suggestions were invited on how to use the bequest. **Action:** All.

The Gift Aid monies have been received.

The planned subscription increase will be discussed at the November committee.

Convener Liaison – Anne & Wilf

Of the 19 venues used by U3A groups, 9 have produced risk assessments but only 3 have been received to date. Venues are also being asked what their capacities would be with social distancing.

The Chepstow skittles league are meeting to see if there is a way to restart skittles in the current environment.

Some groups have restarted with reduced numbers. It is not clear how much of this is due to the Covid situation and how much is attributable to August being the holiday season.

Programme – Marion

Tuesday live sessions are fixed for September with the Severn Bridge on the 1st and Digital Safety on the 15th. The programme for October/November is in preparation.

The potential for using breakout rooms to facilitate private team discussions during Zoom quizzes was discussed.

Chris has investigated the possibility of running hybrid Zoom/in person meetings at the Drill Hall. The principle has been established but the detail of how to synchronise the slides shown in the hall and on Zoom needs to be worked out. **Action:** Chris & Marion.

The Drill Hall is planning to restart film evenings in October, initially with an invited audience and later with the public. Other users are likely to be able to use the hall from November. The capacity of the hall is still being assessed but is likely to be between 28 and 42 (plus staff/helpers) depending on the proportion of people in the same (extended) household.

A risk assessment for restarting coffee mornings will be required when information is available from the Palmer Centre. **Action:** Hugh.

Membership – Irene & Sue

As at 31st August, membership on Beacon was 918, 18 higher than 2019. In 2018 the figure was 800. Fifteen members have not renewed their subscriptions and will be considered lapsed. During August, one new member joined and one sadly died.

Marketing – Nicky

The August magazine was a good advert for group activities.

It was agreed that it would be helpful to include a QR code on publicity material to link people directly to our website.

Network – Derek

The next meeting is scheduled for 3rd September when discussion is expected on what individual U3As are doing and sharing best practice and problems. The AGM is scheduled for January.

Next meeting: Tuesday 6th October 2020 at 10:00 am by Zoom