

**MINUTES OF CHEPSTOW U3A COMMITTEE MEETING HELD BY ZOOM
TUESDAY 5TH JANUARY 2021**

Present: Derek, Pat, Marion, Shelagh, Sue, Irene, Nicky, Chris, Anne, Wilf, Hugh, Alison Broughton.
The Chairman welcomed Alison Broughton, who was attending as an observer.

Apologies: None

Minutes of previous meetings: Accepted.

Matters arising: None

PROJECTS & ISSUES:

Restarting Groups

The team has not met since October. Given the current lockdown, further work could be done to encourage groups to use Zoom etc. A team meeting will be arranged. **Action:** Derek – completed.

Social

A quiz test session will be held 16th January, ahead of the quiz on 5th February.
It was agreed that the ceilidh would be best held in the Drill Hall. **Action:** Nicky.

Beacon

No discussion

Chepstow Volunteers Network Meetings

Nothing to report.

Volunteering

Nothing to report

Data Storage

The archive drives are being kept up-to-date.

ChatLine

The list is being kept up-to-date and phone calls continue. Good support is being given by fellow group members.

Eric Lucas Tree

No progress has been made on the choice of tree and possible locations. This will now be deferred until autumn 2021.

Shared Learning Projects

Nothing to report

AGM

The proposed arrangements for the AGM were agreed.

Constitution

In discussion of possible further changes to the constitution, it was agreed that a reduction of the quorum to 5% should not be pursued. The role of vice-chairman already exists under the constitution, so no changes were required for that. Job share has been adopted by other U3As and had previously been agreed. Allowing committee members to stand for extended or multiple terms was felt to be inappropriate. It was therefore agreed that the proposed constitution changes should be put to TAT for consent, prior to putting them to the AGM for approval. **Action:** Hugh – completed.

REPORTS:

Chairman – Derek

The priorities for 2021 were identified as:

- New chairman and committee members for 2021-22
- 2021 AGM and proposed constitution changes
- Membership - retaining and recruiting members
- Restarting groups

Committee – Derek, Shelagh and Nicky reach the end of their terms this year and Chris and Sue will not be standing for next year. Alison agreed to stand for the committee and contact has been made with some members who might be willing to stand. However, at present, we do not have enough volunteers for the available committee roles. It was agreed that it would be desirable to have a vice-chairman to facilitate a transfer of responsibilities when a chairman steps down. An email will be sent to members emphasising the need for volunteers to take on committee roles. **Action:** Derek.

Post meeting note: Shelagh and Nicky have agreed to stand as joint chairmen on a job share basis and the committee have agreed to co-opt Alison onto the committee. There remains a need for more volunteers.

At the TAT EGM, proposals for electronic meetings were agreed by an overwhelming majority.

The outturn figures for 2020 are in line with projections, leaving the 2021 budget unchanged.

The Trustee Annual Report has been completed, incorporating comments from the committee. It will be forwarded to TAT, along with the accounts, following the AGM.

Secretary - Hugh

Correspondence – a GAVO email regarding their AGM has been circulated.

Strategic Plan – The proposed revisions were agreed, including new targets. This will be put on the website. **Action:** Hugh - completed.

Risk Register – The update was agreed and will be put on the website. **Action:** Hugh - completed.

Treasurer – Pat

Annual returns have been received from many group treasurers and it is expected that the accounts will be completed for the end of January.

Marketing – Nicky

Facebook –The page is now updated regularly and the Christmas party generated 180 likes. Walking and Tuesday Live generate the most interest and a discussion is required on how to leverage this interest to generate new members. **Action:** Nicky

The Pathfinders meetings identified the potential for using Google Analytics to understand usage of the website. Whilst there are some concerns about this tool, this will be followed up. **Action:** Derek. Also, Ilkley U3A use Google Calendar to allow members to see Zoom bookings. The possibility of doing this for Chepstow will be investigated. **Action:** Hugh

It was agreed that once the Chepstow Sunday market resumes, we should look at having a Gazebo once a month to promote Chepstow U3A.

Convener Liaison – Anne & Wilf

New virtual Discussion and Opera groups have started on Zoom. Creative Writing has also started to use Zoom. Group plans to restart face-to-face- meetings have been put on hold due to the latest lockdown.

Programme – Marion

The Christmas break has prevented finalisation of the programme for February although the March programme is OK.

A talk on the trek to Everest base camp has been arranged for the walking and cycling groups.

Team registrations are being received for the quiz.

Membership – Irene & Sue

During December, two new members joined. As at 31st December, membership on Beacon was 918. This compares with 948 in December 2019.

It was agreed that members should be emailed to remind them that subscriptions can now be paid for 2021-22 via bank transfer or cheque. **Action:** Irene. A meeting will be held to discuss other options for payment. **Action:** Derek. The membership form needs updating for this year. **Action:** Hugh - completed. Also, Beacon needs updating to enable new memberships. **Action:** Irene.

Network – Derek

The speakers list now has over 20 speakers with about 50 topics. In addition to Tuesday Live possibilities, some may be of interest to groups such as History, Computing, Walking, etc.

Cardiff have suggested groups of one u3a could have joint sessions with another u3a (our Photography group are interested), while another u3a has suggested smaller u3as could join together for talks.

The next SWN meeting will be held on 13th January.

Next meeting: Tuesday 2nd February 2021 at 10:00 am by Zoom