Chester U3A

Minutes of Executive Committee meeting on 30 January 2019

1 Present

Jenny Carley	Chair	Joyce Carrington	Committee member
Andrew Cross	Beacon Admin/IT	Sue Foy	Speaker Secretary
Kay Lunt	Groups Secretary	Gary Nye	Treasurer
Graham Proctor	Committee member	Mal Waite	Vice-Chair/Membership

JC welcomed Joyce Carrington (**JCn**) as a co-opted member with responsibility for Communications.

2 Apologies for absence

Alison Betts	Committee Secretary	Liz Flanagan	Social Secretary
John Jones	Business Secretary	Bob Davies	Committee member

In the absence of the Committee Secretary, Gary Nye offered to take the minutes.

3 Minutes of previous meeting (21 November)

3.1 These were accepted as a true record.

4 Matters arising

4.1 There were no matters arising not dealt with elsewhere.

5 Chairman's report

5.1 **JC** reported she had attended an Interest Group matters workshop. This was a training session for running workshops for, or for potential, Leaders. These could be arranged for a minimum of 40 members.

5.2 Discussions had been held on the proposed new U3A constitution. **JC** proposed that she reviewed this with **GN** and proposals brought to the Committee for discussion. It was also requested that **JC** provide a written report to the Committee on her meetings with the Trust.

Action. JC to provide report on Trust meetings	**JC**
Action. JC and GN to review the proposed U3A constitution	**JC / GN**

6 Business Secretary report

6.1 In the absence of **JJ** no report was available.

6.2 **GN** reported that at a recent Beacon User group meeting he had attended it was reported that the Trust had sent an email to Business Secretaries on Friday last requesting they complete a short survey (eight questions) on administration matters, to be completed by Monday 4 Feb. It appeared to be a very generic survey but would require input from a number of committee members.

AC noted that the Business Secretary email account was not being accessed and **JC** requested that **AC** access this to retrieve the email.

Action. AC to retrieve emails from the Business Secretary address	**AC**

6.3 It was noted that committee members did not have access to a list of committee contact addresses (email and telephone), which had been collected by **JJ** at the last meeting. It was assumed that providing these addresses members did not object to sharing these, but if they did they should advice **JC**.

Action. Committee contact details to be made available to committee members	**JC**

7   Finance Report

7.1   A copy of the Finance report had been made available to committee members prior to the original meeting date . Following the postponement of the scheduled meeting, **GN** had updated the report to provide a projection for the end year position, which showed a deficit of approx. £900 (Appendix 1). This would need to be considered when reviewing the membership subscription for next year. The updated report attached was not discussed in detail as some members had not seen the update. The earlier report was accepted.

7.2   Some requests for funding had been received:-

i)   Popular Science coffee jugs. Three pump action jugs had been requested to compliment those available at Bishops High School. The request was for jugs costing £30 but it was felt by the committee that cheaper but similar jugs were available. Janet Money to be advised that three jugs should be purchased at an approximate cost of £55. These jugs would be stored at St Columba's so would be available for monthly meetings and other groups.

ii)   Popular Science speaker budget. This had been agreed at £100 per annum for several years. It was agreed that this could be increased to £200 per annum.

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Action. JC to advise Janet Money on both points   **JC**

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iii)   General speaker budget. **SF** was happy to work with the agreed £1,000 budget for speakers for this year but noted the increasing cost of travel expenses and general fees would make this difficult next year. This would be reviewed as part of the annual budget review, but it was agreed in principle that this could be increased to £1,200 for 2019-20.

iv)   New laptop computer. The laptop in the second crate was at least seven years old and would not run the latest software. The groups using this crate should be asked for their requirements and a recommendation prepared.

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Action. AC to canvass groups using the laptop on requirements and submit a proposal   **AC**

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7.3   It was noted that the sound system at Mollington Hall was not adequate. The U3A does have a MegaMouth portable system which could be used and would be adequate. It was not considered that Mollington was secure enough to store it so it was proposed it is stored at St Columba's and transported when required. To be arranged between the Geology (GH) and Science (AC) groups

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Action: AC to arrange   **AC**

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8   Monthly meeting items

8.1   A risk assessment was required for the monthly meetings at St Columba's hall. It was agreed that the standard U3A assessment form should be used.

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Action. JC to download the forms. GP to complete the assessment.   **JC/ GP**

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8.2   Sound system

The sound system at St Columba;s had been reviewed and a report submitted to the Church. The main problem was only having two speakers at the front, which caused some audio feedback problems with the radio mikes, particularly the lapel mike. No response had been received. There were also reported problems with the hearing loop, but this was not known if it was a fault with the loop or users not knowing how to configure their receivers. A hearing loop testing unit was available and this would be used to test the system.

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Action. SF to test the hearing loop system   **SF**

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8.3   The lock on the pull-down screen was broken. This was known by the church and is under discussion. They are still discussing the provision of a ceiling projector.

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Action. JC to write to St Columba's re-enforcing the need for repairs to the hearing loop, screen and and new head mike.   **JC**

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9   Group items

9.1   Accessibility issues

The Trust have an Accessibility Officer who lives in Flint and would be available to provide assistance to Group co-ordinators. It was suggested that this could be arranged for a Thursday meeting, ensuring adequate advance publicity was made to attract co-ordinators.

Action. JC to approach the national disability officer.   **JC**

9.2   Co-ordinators meeting

This was proposed for Saturday 19 October.

Action. KL to book St Columba's and caterers   **KL**

9.3   Car allowance

The current suggested allowance of 25p per mile (to be shared between occupants) for group excursions was considered too low. It was agreed this would be increased to 30p per mile. It was recognised this is only a guidance and arrangements have to be agreed between group members who share lifts.

Action. AC to send revised wording to JC for the Groups web page   **AC**

9.4   Swedish Exchange

A request from the Trust had been received for U3As to participate in an exchange with Swedish U3As. It was agreed that Chester would be interested in participating in this.

Action. JC to forward Chester U3A's interest in this exchange to the International Committee.   **JC**

9.5   Thursday meetings

A proposal had been received from Dave Gipson to run a number of Thursday meetings using group co-ordinators to promote their groups, along with the established Thursday operations. It was agreed that this should be pursued on a trial basis, starting in March. **JJ** to be involved in this as the liaison between the working party and the Committee and to oversee the following actions:-

Actions. JC to respond to Dave Gipson   **JC**
GP to request information on the March Thursday meeting for the rolling notices   **GP**
JCn to receive notices for the Newssheet.   **JCn**
AC to receive updates for the website.   **AC**

10   Social items

10.1   In the absence of Liz Flanagan no report was available.

10.2   It was noted that following the last meeting, further discussions had been held with Liz over enabling access to members' contact details in respect of social outings. It had been agreed by the Officers that view only access for the Social secretary should be provided to the membership list to facilitate urgent contact when required.

11   Communications

11.1   **JCn** suggested that Chester U3A should establish a Facebook presence in line with a number of other U3As. It was agreed this should be progressed and a small subgroup would be formed to facilitate. Members will be **JCn, MW, AC** and **SF.**

It was proposed that the Facebook account would be an Open Group but with Administrator approval required to join. It was noted that membership numbers should not be requested as part of the joining process as this poses a security risk for the member's portal. Other specific member information may be required.

Action JCn to set up a Facebook account for Chester U3A   **JCn**

11.2   Further consideration would be given to a Twitter presence in due course but this was felt to be less necessary. It was noted that several groups had establish WhatsApp groups between their members as a means of communication.

11.3	<u>Monthly email</u>	

GN would continue to send this on behalf of **JC** as the Chair. It would be limited to essential announcements and links to the latest Newssheet, Members' portal and contact details.

11.4	**JC** proposed that an overall review of communication methods should be undertaken and will set up a separate meeting.	
	Action. JC to set up a meeting to review overall communications	**JC**

12 GDPR and Committee Roles

12.1 **BD** and **JC** had discussed GDPR and considered that, as all relevant material is available on the website, the need for a dedicated GDPR officer no longer existed. Matters could be decided by the Committee as required. The topic will remain on the standing meeting agenda.

12.2 **BD** would like to remain on the Committee and offered to provide assistance to Mal in the membership area.

12.3 Although **JJ** had offered to help in this area, it was considered that this would provide the opportunity for him to return to the role that had originally interested him, involvement in the organisation of the Thursday meetings. He will start to do this along with the proposal agreed from Dave Gipson.

13 Beacon and website

13.1 **AC** had provided a report on Beacon and website operation (Appendix 2).

13.2 **AC** has drafted proposed Terms of Reference for the IT Strategy review. (Appendix 3).

13.3 It was noted that the website had been down for a short period which was due to a certificate held by the hosts not being updated. This has now been resolved.

13.4 **GN** reported that he is a member of a Beacon User Group which has been formed by a small number of U3As, initially, with a view to canvassing all Beacon users to join the group, to advise the Trust on Beacon development requirements. The formation of this group has been overtaken by the announcement by the Trust that they are looking to develop a "Beacon 2" to continue the support of a U3A Membership and Administration system.

All Beacon U3As will shortly receive an email asking if they will join this group.

There is still uncertainty over how Beacon will be developed, timescales and costs.

14 Membership

14.1 **MW** reported that there are currently 1080 members.

14.2 **MW** had provided a report on proposals for archiving historic paper membership records (Appendix 4). After discussion, it was agreed:-

i) Scanned membership records would be retained for seven years in a digital form. This would be backed up on to a DVD/memory stick and a copy provided to the Chair as a second storage location.

ii) Paper copies would be destroyed after two years.

14.3 It was agreed that a New Members table would be in place at Thursday meetings to act as a welcome point for new members who may require assistance.

15	**Any Other Business**	
15.1	Policies and Procedures requiring review would be circulated around the committee for amendments and approval at March meeting	
	Action JC	**JC**
16	**Next Meeting**	
16.1	The next meeting will be held on Wednesday 13 March	

There being no other business, the meeting closed at 12:10.

Gary Nye,   Jenny Carley
Acting Secretary   Chair

31 January 2019

Receipts and Payments 2018-19

Receipts	2018-19
	Total
Diaries	£200.00
Riviera Travel donation	£205.80
Subscriptions	£11,151.00
Grand Total	**£11,556.80**

Payments	2018-19
	Total
Christmas lunch	£20.00
Co-ordinators' meeting	£550.00
Committee Expenses	£17.00
Equipment	£364.47
Hall Hire	£315.00
Printing	£195.00
Refreshments	£112.93
Speaker	£195.00
Stationery	£24.25
Web hosting	£12.00
Grand Total	**£1,805.65**

Total	**£11,556.80**	**Total**	**£1,805.65**

Groups		
Receipts		Payments

Surplus (excess of Receipts over Payments)	**£9,751.15**

Outstanding Receipts and Payments (Budget)

Gift Aid	£1,150.00	U3A Membership	£3,850.00
Subscriptions	£200.00	Third Age Matters	£2,375.00
		Beacon fee	£1,100.00
		Hall Hire	£945.00
		Speaker	£800.00
		Equipment	£700.00
		Postage	£700.00
		Printing	£500.00
		Committee Expenses	£400.00
		Diaries	£200.00
		Refreshments	£180.00
		Licences	£100.00
		Stationery	£50.00
		New Members meeting	£40.00
		Mobile phone	£40.00
		Quiz prizes	£20.00
Budget Total	**£1,350.00**	**Budget Total**	**£12,000.00**
Projected Annual Total	**£12,906.80**		**£13,805.65**
Projected Surplus/(Deficit)			**(£898.85)**

1)   Website & Beacon Report January 2019

2)   Website

The code for the old HTML website has been removed from the names.co.uk server and archive copies put on DVD and on the Chester U3A OneDrive. It contained some 5627 files in 779 folders, 350 Mbytes all told. Photos are the largest part by far and go back quite a few years so need to be kept for archive usage. It should now be impossible for members to access the old site via browser favourites they may have set in the past which might be the reason some have said they are not finding the new U3ASiteBuilder website.

We now have a stable U3ASiteBuilder website which should be serving the needs of members. Andrew & Jenny have administrator & editor rights. Page visit statistics are presented in the Appendix below. They are much as one would expect.

3)   Beacon

Since the last committee meeting Andrew has taken on the site administrator role. Gary continues with administrator privileges ensuring we should always have the capability for administration actions e.g. sending emails to all (or specific) members, TAM list uploads etc.

National Office announced their decisions on Beacon's future at the end of December. The notice has been circulated by Jenny. Beacon continues to be supported in the short term (note cost will be £1 per member from April. A process to define an improved Beacon 2 started in January. Gary is participating in user input to this & Jenny sent our input to National Office.

4)   Other IT Issues

Email addresses – The business secretary & membership secretary mailboxes are now working fully. All of the 10 mailboxes that are included in our current hosting contract are now in use. Increasing the number to the next level up (up to 100 mailboxes) would cost approximately £100pa which seems a lot as we probably only would need another 10. However, we can set up email aliases for those that want one e.g somerole@chesteru3a.org.uk going to the person's email e.g. some.one@gmail.co.uk without charge. Let me know if you want one of these.

PCs – Some groups which use the second crate have requested a more up to date laptop/notebook PC. Geology want an up to date PowerPoint and Photography want Windows 10 to be able to run specific software. The existing laptop is at least 8 years old, runs Windows 7 and has Office 2007. I understand the DVD player capability is used significantly as well.

Andrew Cross
16 January 2019

Chester U3A IT Strategy Review
Terms of Reference

Chester U3A uses Information Technology to support the running of the U3A and provide infrastructure/resource for activities. The IT resources (hardware, software & systems) used have developed over the 25 years as our U3A has grown and it is now a good time to review what needs we have now and may have in the future and how we organize providing solutions.

What are our IT needs?

List the activities in the U3A that currently have need for IT support, for example:

1. Administering membership
2. Communication with the members
3. Communication with the public (our shop window)
4. U3A administration (support of committee, postholders, groups etc.)
5. Finance
6. IT infrastructure (PCs for officers, meetings, groups etc. plus cloud storage)

Identify any possible future needs in the short and medium term as the U3A grows or expands activities.

For each need provide a short description of what the aim is and what support is provided now.

Review of Provision

List the IT provision we have currently, who is responsible for administering, maintaining and who uses each one. Review where they interact or overlap and where they depend on our infrastructure. Comment on possible alternatives where they exist and could be attractive. This could cover the following:

1. U3ASiteBuilder website
2. U3A Beacon database system
3. Chesteru3a.org.uk domain & email addresses
4. Cloud storage accounts for Chester U3A data
5. Laptop/notebook PCs
6. MSOffice & other software

Identify any gaps in provision against the identified needs

Check that the needs identified in section 1 are covered by the current provision and list any unfulfilled needs.

Proposed Actions

Propose a list of actions to improve our IT provision with estimates of resource & financial implications.

Appendix – Examples of output

a) For example, 1.2 **Communication with members** could be broken down as:
We need two way communication with (& amongst?) the membership on a range of subjects, from enquiries (such as How do I join? Who do I talk to about joining a group? How do I offer a talk? When does the coach leave?) to formal notices (AGM agenda, nominations, subscription renewal time) to more social interactions. These also have to be at the whole membership, group & individual levels.

How	To/From	Mechanism	Comments
Through News Sheet	To members	Read/download on website, paper copy	Publisher used by editors
Via chesteru3a.org.uk website	To members generally, From members via contacts	U3ASiteBuilder	Groups could edit their page
Through mailings	To members via email also via letters	Uses Beacon list/s	At all, group & selected levels
Via the 'Enquiries phone'	From members	Can also be texts	IT for passing on queries?
At meetings	To members e.g. Rolling News, Announcements From members asking	PowerPoint	
Via Beacon Portal	To Members	Calendar of meetings & events	Also some group info
Social Media (Future?)	To/from members		

b) For example, the email section of **2.3 Chesteru3a.org.uk domain & email addresses** could be something like:

Provision of Chester U3A email addresses

Having email addresses linked to role or function can smooth the functioning of administration and communication (if they are well known) and avoid the need to know individuals personal email address.

Email Addresses with Mailbox - Certain roles should have a chesteru3a.org.uk email address and mailbox so that when the postholder changes:

- There is no change to where communications are sent
- The new postholder will have a record of email sent & received giving continuity

Other benefits are:

- Sent emails come from the postholders address & not a personal address.
- Access to cloud storage associated with the role can be through this email address.
- In the event of the postholder being incapacitated the email account can be 'retrieved' and reassigned by the administrator of our email service.
- It would be possible to give more than one person access to the email box where a team operate the function (e.g. membership, group support).

Current position is that the following have mailboxes: Chair, Treasurer, Membership Secretary, Business Secretary, Groups Liaison Officer, Social Secretary, Speaker Secretary, Webmaster, Beacon Administrator, Ukelele.

The Impact/Linkage with other IT resources will be limited if these emails are used in all other systems e.g. Website, Beacon, News Sheet, Cloud Storage, ……

Current Issues: With our current provider we have 10 mailboxes, which are all in use. To expand to the next level up (up to 100 mailboxes) would cost around £100 per annum. Beacon uses individuals email addresses for those who have defined roles e.g. Chair, Treasurer etc. & so does not get any of the benefits. This is particularly disappointing for mailings, maybe there is a fix?

Responsibility: Administration of email addresses is linked to administration of the 'chesteru3a.org.uk' domain and is currently by the 'webmaster'. It should become a responsibility of the 'IT administrator' who should be identified as a separate entity when our existing contract comes to an end (May 2020).

Email Addresses without Mailbox - Some roles should have a chesteru3a.org.uk email address so that when the postholder changes:

- There is no change to where communications are sent

Other benefits are:

- Memorable addresses are available to a wide range U3A activities e.g.
- In the event of the postholder being incapacitated the email account can be reassigned by the administrator of our email service up.

Current position is that the following have chesteru3a.org.uk addresses via an alias: accessibility, comms, cug, data, geology, newssheet, popularscience, racketball, resources, science.

These provide a shield to personal email addresses in a similar way to that the U3ASitebuilder website does for sending messages. Note when the individual replies their personal email address will be shown but at that stage it should be only to those who need it.

Current Issues: Inconsistency is possible between U3ASiteBuilder settings and mail provider aliases if administration is not coordinated. Beacon uses individuals email addresses for those who have defined roles e.g. Chair, Treasurer etc. & so does not get any of the benefits. This is particularly disappointing for mailings, maybe there is a fix?

Chester U3A Archive Committee Item   Mal Waite

I would like to ask the committee to minute its approval for the decision on how we treat paper archives that have ammassed from various sources.

For example, when I took over Membership, in addition to two large 35 litre plastic boxes filled with the current brochures, forms and leaflets that we give to members, I inherited a suitcase full of archive material.

I have checked on the HMRC website and there it clearly states that it is acceptable to them that we keep a scanned copy of Gift Aid forms. I don't believe we need to keep other paper archive material we have either and so, as discussed at the last committee meeting, my husband Graham and I have been scanning material from the suitcase. That process is now complete and the files are in the process of being renamed so that they are searchable.

Scanned Data Information - All figures are approximate

- There are 2500 scans in total
- Almost 800 scans are Renewals Lists and have little value. (There are missing years and 1 year that is there has not been labelled so it cannot be readily identified.)
- 120 scans are printouts of membership spreadsheets for various years of which the last was 2014 – 2015
- 595 scans are Gift Aid forms
- 990 scans are Membership Application Forms
- 100 scans relate to admin between Membership Secretary and Treasurer

I have a number of proposals I would like to make:

- That the committee makes a decision on how many copies of the digital record need to be kept, on what media, by whom and where. I suggest the data stays on a computer with at least one copy on DVD to be held by someone else. The material is not encrypted so I would not suggest storing it in the Cloud.
- Once that is done, I would suggest that the actual paper copies are destroyed by either shredding or burning or both. If the committee feels strongly that it should be kept, then it needs to be removed from my house to a place of safety.
- The scanning process of membership-related forms has only gone as far as the end of the membership year in August 2017 so there is one complete year plus the current on-going year still to scan. I propose that Year 2017-2018 is scanned and the paper copies are destroyed after September 2019 and that this system is followed for successive years. That would mean, at any one time, that we still have the actual paperwork for the current year and the preceding one.
- That as members die or leave Chester U3A, the labelling of scanned material relating to them is changed to include the date on which that scan must be destroyed, thus ensuring we comply with HMRC rules governing Gift Aid but also with GDPR.