

Minutes of the Committee Meeting held by Video Conference
on Tuesday 15th June 2021 at 3:00pm.

Present:

Ben John	Chair	Gary Nye	Treasurer
Margaret Whaley(MW)	Business Secretary	Sue Foy	Speaker secretary
Joyce Carrington	Communication	Liz Flanagan	Social secretary
Mal Waite (Mal)	Groups Coordination	Stuart Murray	Groups Secretary
Andrew Cross	IT & Beacon	Jeff Howard	Membership Secretary
Alison Betts	Minutes Secretary		

1. Apologies for absence:

Frank Hogan Vice Chair

2. Minutes of meeting (18th May 2021)

The minutes of the meeting were reviewed, feedback from some action points was given when not being covered elsewhere:

Re 4.2 All agreed to Mal being reimbursed £10 approx that she paid for additional social media coverage for u3a day.

Re 11.1 Jenny Carley's request is for funds for a bespoke Thursday meeting on zoom from the zoo probably for October. BJ to ask Jenny for formal funding request. BJ

Acceptance of the minutes was proposed by SF & seconded by JC.

3. Matters arising:

a. Future of Tuesday meetings

BJ & FH had a meeting with the organiser at St Columba's to discuss outstanding issues & a possible return of meetings. There is no plan to return to the hall before September. SF pointed out that a full risk assessment is required before any such meeting & suggested that Thursday meetings were more suitable to be held first. The plan is still that the November AGM should be the first full Tuesday meeting in the hall but if recording or live streaming of the meeting is considered possible then a trial monthly meeting in the hall would be necessary with only the essential personnel in attendance.

b. Taste of Chester – review & update

It is estimated that somewhere in the region of 200 views of the web page were made in May after it went live on the website & 443 so far in June. Each of the sample talks were accessed a number of times. There was also more web activity for news, covid19 & group items.

4. Chairman's Report.

BJ expressed his thanks & appreciation for all the work SF & Mal had undertaken for the Taste of Chester. He also thanked GN for producing the cycle group video. NG SF

GN agreed to approach Liz Thackray to ask her to talk to the audio video group about how to conduct hybrid meetings (i.e. an audience in person & on-line simultaneously). SF suggested all should view her existing video first. SF to distribute the link.

5. Treasurer's Report.

GN provided a detailed report available in OneDrive prior to the meeting. The predicted annual surplus for the financial year end in August currently stands at approximately £2300. More expenses are anticipated for next year plus an increase in hall fees.

6. Social Secretary report

LF had little to report. The uptake of the Christmas event at the Queen's Hotel is slow so far. The situation is still felt to be too fluid to justify booking new events.

7. Membership Secretary report.

JH reported that there are 923 current members. 5 members joined in June. After approximately a month of membership JH will contact the new members with a questionnaire to ask for feedback. Mal, SF, & BJ to review the proposed questionnaire at a separate meeting.

JH
Mal
SF
BJ

JH pointed out that approximately 100 members renewed by cheque for 20/21 at a cost of £500 in admin & postage. GN pointed out that to try to use Beacon to email the membership information to those people would be exceedingly time consuming. SF, GN & JH to meet separately to explore the possibility of an alternative technical solution.

GN
SF

8. Communication Secretary report.

SF said how much she had enjoyed the interesting & enjoyable June bumper edition of the Chester Times for u3a day. JC reported that there was more content being submitted but it did require a personal approach for it to be forthcoming. Unfortunately Rosemary Archer has had to stand aside from being an editor, hopefully temporarily. JC is now without any assistance.

9 & 10. Speaker Secretary report & Funding for the audio video group.

SF explained some of the issues limiting the progress of the audio video group, notably the requirement for more on-line data storage capacity. The primary focus of this group is to gain sufficient expertise to support a move to hybrid monthly meetings & to create more video material as publicity or for illustration of a group's activities. The equipment required for this would need to be funded by, & be the property of Chester u3a. SM proposed a sum of up to £100 is made available to purchase the on-line data storage immediately. All agreed. SF, Mal & GN to liaise. Further necessary purchases will be brought to committee for approval in due course.

SF

11. Beacon & Website report.

AC provided a report available in OneDrive prior to the meeting of the current website & beacon activity. AC reported that the problems relating to emails appear to be resolved. AC has been busy updating content. Mal requested an individual group email address distinct from SM. Mal to advise AC of preferred title.

Mal
AC

12. Groups Co-ordinator report.

A report was made available in OneDrive prior to the meeting. There are 25 groups for which there is no feedback regarding their current status. SM requested that any committee members who had knowledge of these groups or could contact a member should do so & pass on any information to him. It was stated that while generic email addresses were used for groups a coordinator must be prepared to provide a contact email to receive the forwarded emails.

All

It was agreed that consenting to share personal contact details within a group is an informal arrangement between friends. Hence there is no GDPR liability on Chester u3a.

13. Accessing members' portal

Not discussed.

14. Any other business

SF suggested the possibility of Chester putting on an events day following the example of other areas e.g. Heswall's science day.

13. Close

Meeting closed at 16:40 pm

The next meeting Tuesday 20th July 3pm via zoom.