



Minutes of the Committee Meeting held by Video Conference
on Tuesday 20th July 2021 at 3:00pm.

Present:

Ben John	Chair	Gary Nye	Treasurer
Margaret Whaley(MW)	Business Secretary	Sue Foy	Speaker secretary
Joyce Carrington	Communication	Frank Hogan	Vice Chair
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:

Liz Flanagan Social secretary

2. Minutes of meeting (15th June 2021)

Acceptance of the minutes was proposed by MW & seconded by Mal.

3. Matters arising:

a. Meetings at St Columbas

BJ & FH provided a written report on OneDrive of the meeting they had with the hall organiser (Sue) at St Columba's on 10th June. The content was discussed. It was noted that the hall had reduced the capacity to 175 from a previous 250 limit. In respect to lighting the speaker, it was felt that sourcing & using our own free standing tripod rig would be more flexible than adjusting the existing lights. SF stated that audio video group do not yet have sufficient expertise to record or live stream meetings & further investigation of any technical issues at the hall was also needed. BJ suggested seeking outside paid help possibly from the university. All agreed to the use of u3a funds for this purpose. BJ, SF, Mal agreed to pursue possible ways forward.

BJ
Mal
SF

b. Discuss appointing an event organiser & having Events Days. Proposed by SF

SF pointed out that other u3as run special events & Chester could do too. Advent calendar, treasure hunt, etc were well received. No objections were raised.

4. Chairman's Report.

BJ had nothing significant to report. There have been no network meetings.

5. Social Media.

Mal & SF are always looking out for things to post but the engagement is limited. Videos & unusual items are best to get responses. It will be a useful channel for promoting future events.

6. 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 over £3000. More capital expenditure is anticipated for next year plus an increase in hall fees. Two terabytes of cloud storage has been purchased to assist audio video development.

7. Social Secretary report

LF not present. Mal provided an update. LF is planning a trip to the theatre in Liverpool in October as restrictions have now eased. The details will appear in the August edition of Chester Times.

8. Membership Secretary report, including member renewal process.

JH reported that there are 926 current members. The draft follow-up letter to new members is available on OneDrive. This will be sent 4-8 weeks after joining. National has suggested a “where did you hear about us?” question should be asked of new members. This will be added. Annual membership renewals will start in the next few days. This year there will be no printed membership cards. The detailed renewal processes have been documented for future use & were posted on OneDrive prior to the meeting. An email to members will be sent with instructions on how to renew.

JH

SF reported back from a National seminar held to review the 2021 u3a Open day. Around 15% of u3as held open day activities. It was felt future open days should be in September or stay in June. Suggestions for marketing included using local area community Facebook pages. There are regional u3a marketing advisors. Possible funding could be sought from local sources such as the Co-op. SF stated that local & national publicity is much more likely with quirky items giving photo opportunities such as the knitted bollard cosies.

9. Communication Secretary report.

JC stated that it is still difficult to get the contributions when she can only rely on email contact. This would be helped if JC had access to relevant telephone numbers. The options were discussed but no objection was raised to JC having access. It was pointed out that internet links to member meetings should not be included in Chester Times for open access on the website.

10. Speaker Secretary report.

SF stated that the number of viewings for speaker talks had gone down. Being out of lockdown, good weather & summer holidays are likely reasons. SF has found it difficult to get Tuesday speakers to cover the next few months. SF gave notice that she is standing down as speakers secretary at the AGM having completed 3 years in post. JC & others expressed their appreciation of the high quality of talks that SF has organised.

11. Beacon & Website report.

AC provided a report available in OneDrive prior to the meeting of the current website & beacon activity. Taste of Chester has had good traffic. AC reported that the bulk emails appear to be continuing to work reliably. AC has been trying to keep group & coordinator website details up to date.

AC

12. Groups Co-ordinator report.

SM has created & will update as necessary a group status report for the website. SM is keen to hold a co-ordinator’s meeting in order to give coordinators the opportunity to get & share advice. SM will work towards offering a zoom meeting & see what response he gets. The short course programme is coming together. It was agreed that u3a members from other u3as are welcome to participate if invited.

SM

13. Risk Assessment

The trust has updated its advice on restarting activities including the requirement for risk assessments. This issue was discussed including possibility of a template. FH suggested pointers for people to consider. SM will consult national.

SM

14. Any other business

It was agreed that our u3a would vote Liz THACKERY to become the new Chair of the

BJ

Trust at the National AGM on the 26TH August 2021 & vote for Michaela MOODY as Vice Chair.

15. Next Committee

The chair suggested that there should be no committee meeting in August as there was a strong likelihood that many committee members would be away. This was agreed by all present. Therefore the next committee meeting will be on Tuesday September 21st at 3pm via zoom.

16. Close

Meeting closed at 16:55 pm

DRAFT