

## Minutes of on-line (Zoom) committee meeting held on Thursday 7<sup>th</sup> January 2021

### PRESENT:

Tony Henry Chair; Pete Burrow Social activities secretary  
Pam Campbell Business secretary ; Lesley Patterson Treasurer  
Averil Fendley Membership secretary; Ian Webb Website coordinator  
John Rutherford Group Convenor Co-ordinator;

- **Apologies**

No apologies, whole committee was present

- **Minutes of last meeting**

Accepted as a true record.

- **Monthly Meetings and Speakers**

Tony outlined the plans as follows:

Jan 18<sup>th</sup> Rosie & Graham Stacy, + Dr Armstrong

Feb 15<sup>th</sup> – Hugh Pennington, Covid Virus

15<sup>th</sup> March ?Des Herron – sailing trip from Cape Town to South America

19<sup>th</sup> April AGM.

Further ahead there were ideas for a garden party. The list of speakers who had been provisionally booked for 2020 (but not used because of Covid) could also be used.

A trial of the video from Rosie & Graham Stacey was done, which highlighted problems in sound.

The timing of Zoom sessions was discussed and it was decided that in order to stick as close to normality as possible it should continue as 10.30am on the 3<sup>rd</sup> Monday of every month.

There was discussion over how to advertise and get people to attend the Zoom meetings. The importance of encouraging people to use Zoom, even if unfamiliar with it, was emphasised. Pam would send out information to all, using the contact list from current membership.

### Actions:

- Pam to contact Rosie & Graham Stacey regarding possible live music,



rather than pre-recorded, or investigate other ways of streaming videos in Zoom meetings (will talk to Adrienne Thunder).

- Tony to contact Des Herron regarding feasibility of using Zoom from Cape Town.
- Tony to contact Katie Scott re including some poems at AGM session in April
- Averil to send Pam current membership spreadsheet to copy and paste addresses from.
- Pam to obtain the 202 list of speakers booked (but not used).
- Pam to email all members to advertise January speakers and ask people to "book" their place for the Zoom meeting, so that a link can then be sent out to participants.

- **Website co-ordination for the future**

Ian's departure from the committee (after 10 years) is fast approaching and the importance of maintaining an upto date website for recruitment purposes, as well as keeping members upto date, was emphasised. Ian had one contact who had expressed some interest in taking this on, although he was not optimistic as to whether this would happen. Ian agreed to make contact with this person again and after discussion John Rutherford offered to take on this role if Ian had no success with this other contact.

**Action:**

- Ian to liaise with interested party and John re the role and Ian to provide tuition and mentorship re website updating.

- **Treasurer role from April**

Lesley had already alerted the committee to the fact that her role should cease in April. She had checked the constitution and this stated that the treasurer should not be in place for more than 5 years. She will have been in this role for 4 years and 9 months at the AGM (**Lesley – have I got this right?**) so was prepared to stay in the role until the 5 years was up. However, it would be imperative to find a new treasurer (as this is a key role) as soon as possible.

**Actions:**

- All committee to start looking around for a suitable candidate for treasurer to approach
- **Matters Arising**  
Nil
- **Any Other Business**

Lesley pointed out that we had not collected any fees for 2020 and there were now some finance issues to consider:-

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Officers are Chair, Vice chair, Sec. + Treasurer.  
Officers for 3 years, Members for 4 years.  
Officers may stand for reelection



- Current balance (in main account) is iro £2800
- In March we will receive our invoice from the National U3A, when they will inform us what our capitation fee will be for 2021. This is usually based on the previous year's membership. Last year's fee was £609.
- In addition there were payments due out in March/April for U3A newsletters (£73), and Regional network fees (£30)

As yet it was unknown as to how the national U3A would calculate membership, as the membership had been dormant for 12 months (so in fact we don't really know how many returning members we will have). This issue will be facing all U3A groups so was to be raised at the next regional/national link meetings.

- We have traditionally given "Over the Bridges" an annual donation of £50 and this would be due in March. Unanimous agreement for this to continue as it was an important community initiative and funds were available.

**Actions:**

- Pam/Tony to attend regional/national link meetings and raise the issue of capitation fees for 2021.
- Pam to send Tony dates for these in case she was unable to attend because of ad hoc work commitments

- **Date and Time of Next Meeting:**

Monday 1<sup>st</sup> February at 5pm via Zoom (although subject to change)