

## Minutes of on-line (Zoom) committee meeting held on Wednesday 28<sup>th</sup> October 2020

### PRESENT:

Tony Henry	AH	Chair
Pete Burrow	PB	Social activities secretary
Pam Campbell	PC	Business secretary
Averil Fendley	AF	Membership secretary
Lesley Patterspn	LP	Treasurer
John Rutherford	JR	Group Convenor Co-ordinator
Ian Webb	IW	Website coordinator
Pauline Wilson	PW	Support to Committee

- Apologies**  
 No apologies, whole committee was present
- Minutes of last meeting**  
 Accepted for accuracy. An amendment to the minutes was noted as these stated that the role of finding speakers would fall in the remit of the Business Secretary (PC). However, at a handover meeting with Geoff Hoskins (outgoing Chair) this had been outlined as being the responsibility of the Chair (AH). Subsequent to this an e-mail discussion had taken place and PC and AH had agreed to share this task.
- Welcome to Tony and Pam**  
 Tony and Pam were formally welcomed on to the Committee, with Tony chairing the remainder of the meeting
- Current Active Groups**  
 JR reported that, due to restrictions from Covid-19, the only active groups now running were the Book Club, Photography group, Music Appreciation and Words & Pictures. These groups were now holding on-line sessions.  
**Actions:** JR to continue to monitor group activity
- Update on Social Activities**  
 PB reported that, due to the pandemic lockdown and restrictions members have in fact only lost out on tickets to one show ("As You Like It"). LP confirmed that the ticket money for this (£337.50) has been received back into our account. PB has been in touch with affected members who were happy for their ticket money to be retained within the organisation so that this can be used towards their purchase of future tickets, and will save money going back and forth unnecessarily. PB outlined the future tickets booked :-



March 31<sup>st</sup> 2021 - We Will Rock You  
April 2021 Feast of Fiddles  
Sept 2021 Book of Mormon  
Oct 2021 Simon & Garfunkel

PB was optimistic that these shows would go ahead.

**Actions:**

PB to continue to monitor the situation and maintain contact with local theatres.

- **The Way Forward**

PW raised the need for purchase of a professional Zoom (on-line meeting platform) package as, due to on-going Covid restrictions, on-line meetings are likely to be needed for some time. Advantages of the professional Zoom package are that the time limit on meetings is unrestricted, and that the number of invitees is extensive. This would allow for various on-line functions such as a Christmas quiz. PW had attended (virtual) Network U3A meetings this week and had been alerted to a 20% discount on purchasing the package if this was before 1<sup>st</sup> November. The cost was iro £137. LP confirmed that finances were currently looking healthy and all agreed to the purchase.

**Action:** AH to liaise with PB re purchase details prior to 1.11.20

AH proposed the introduction of an on-line Christmas Quiz this year, as this could be achieved with the purchase of professional Zoom. PB would be keen to help take this forward but would need support with managing Zoom

PC proposed canvassing members' opinions as to whether this would be welcomed by members. She expressed fears that current lack of engagement with U3A members could threaten the future of the organisation and the local groups, and therefore suggested making contact with individual members to discuss their preferences for the way forward and to determine if their interests had changed etc. She agreed to draw up a list of questions around this. She suggested committee members contacting members by telephone for this purpose as response via email to voting for committee members had been disappointingly low (48/170.i.e. less than 28%.by email and 8 by post) It was confirmed that this was allowable with GDPR. Other committee members felt that telephone contact may be invasive and agreed to email contact. It was recognised that this would need to happen promptly if one outcome resulted in requests for a Christmas Quiz. LP requested the email to be eye catching, IW agreed to include a screenshot of the Zoom committee meeting as this would serve a dual purpose in being attractive (!) and showing the faces of the new committee members

**Action:** PC to draw up a draft questionnaire and circulate to committee members within 1 week for critique, so that this could be sent out to membership via IW

PC agreed to collate responses



- **Frequency and Format of Meetings**

AH and PC had agreed to attend local and regional U3A Network meetings so they could report back on any good ideas from other branches.

AH proposed the next meeting should take place in one month.

Although this was agreed, it was also recognised that the meeting would be most valuable if it had the responses from the membership regarding the way forward, so it would be timed with this in mind. All recognised that on-line meetings would need to continue for some time due to Covid restrictions.

**Action:** AH/PC to send details of next on-line meeting to committee members

- **Any Other Business**

Ian explained that as he had been in the role of Website co-ordinator for 10 years now he would be stepping down at the end of the financial year (or sooner if a replacement was found). He explained that he was happy to mentor anyone willing to take on the role. All recognised that this role was vital to the group.

**Action:** IW to alert the membership for the need for a new website co-ordinator. This would be part of the same email with the questionnaire re members' wishes for the future.