

Minutes of committee meeting held on Monday 13th September 2021 at 5.00pm at the Chairman's house

PRESENT:

Tony Henry, Chair; Pam Campbell, Business secretary ; Lesley Patterson, Treasurer; Averil Fendley, Membership secretary; John Rutherford, Group Convenor Co-ordinator;

- **Apologies**

Pete Burrow, Social Secretary

- **Minutes of last meeting**

Accepted as a true record.

- **Matters Arising**

Tony has now confirmed with the Words & Pictures group re presentation for January 2022 slot, Brycchan Carey for February, and Annie Lloyd for May 2022. Tony now has speakers arranged upto autumn 2022 and a new contact for a talk on archaeology to approach for a talk.

- **Where We Are Now, and Going Forwards**

Following some email chasing of unpaid members we now have 122 paid members (with the vast majority having paid by BACS, which will make future administration easier too now that this is established), with iro 7 members who have stated they will pay cash at next week's meeting in the Jubilee Hall.

The picture regarding group activity is not completely clear, but the following groups are known to be meeting again:

Walking group , Birdwatching group, Food & drink group, Photography group, Gardening group. The discussion group had one meeting but only 2 members attended – although it was thought that this may be due to a failure of reminders. John agreed to investigate the status of other groups.

The Jubilee Hall has been booked for future monthly meetings, commencing next week. However, some members were known to be anxious about meeting so hybrid meetings with simultaneous Zoom connection will be possible as there is Wi-fi connection. The provision of refreshments was discussed and the committee decided that there was no risk associated with this if cups were adequately washed in hot water; any members nervous about refreshments could choose not to have them.

The Zoom-Pro licence was discussed, as this will be due for renewal soon. As this enables Zoom meetings for upto 100 people for any length of time it will still be required if Hybrid meetings are ongoing for a while**. Pam stated that she would no longer be the licence holder as it meant, for Hybrid meetings, she had to be present in the Jubilee Hall

for every monthly meeting and was unable to commit to this. This led to further discussion in Item 7 regarding the need for an IT savvy committee member.

An email from Pete Burrow regarding social activities was discussed. Pete proposed that members who had booked theatre tickets for 2022 should not yet be asked whether they wish to continue, as this is some time off and any anxieties they have may abate by then. This was agreed as it was felt that any members wanting their money back imminently could have contacted Pete at any time anyway. The only show of concern currently is the Simon and Garfunkel show at Alnwick Playhouse on October 20th. Pete proposed 'buying some time' on this by informing members that we have bookings for the show and that he will contact people nearer the show time. All agreed this was the best course of action. The next show after that is in April, and the members who reserved tickets for that did so whilst Covid was prevalent, so may be less risk averse.

Action needed:

- John to contact all group leaders to ascertain plans for the future (this will then need posting on the website).
- Pam to email reminders about the monthly meeting and to ask any members who want to attend virtually via Zoom to contact her so she can send the link.
- Averil to source help for refreshments.
- Pete to proceed as above regarding theatre bookings.

*** Subsequent to the meeting it was found that the Zoom-Pro licence expired on 29th October. However, it was also discovered that a Zoom-Pro licence was not required for numbers of upto 100, but was only needed for allowing meetings to go on indefinitely rather than for a max of 40 minutes with no licence.*

- **Inventory of Possessions**

Ian Webb had alerted the committee to a need for an Inventory of Possessions for insurance purposes and financial probity. The only item owned by our u3a is a digital projector which is currently used by the Art Appreciation group, and stored by Ian Webb, but has also been used on occasions by the Photography group.

Action needed:

- Pam to draw up the Inventory of Possessions and ascertain the approximate value of the projector.

- **Licences**

An email from national u3a (sent 30.7.21) had referred to a possible need for a CLA Education Licence to allow copying of materials for u3as groups within certain limits. They had stated that virtually all u3as will need this licence (available at a cost of £60 pa). However, John had checked out the need for this with group convenors and no groups copied any materials. It was therefore agreed that a licence was not currently required. Subsequent to the meeting, the following information was identified in the email of 30.7.21 and is included in the Minutes for information as a need for music licence was queried by the committee.

u3a mailing :information on licences –sent 31.7.21

What other licences does the Trust provide?

The PPL PRS (music licence) and MPLC (film licence) allow u3as to screen music and films respectively. They are included in their membership of the Trust. They automatically renew each year and u3as are covered. Neither are issuing formal certificates anymore.

- **Website**

The current arrangements for updating of the website was discussed, with Gerry Hoye acting as the website administrator since Ian Webb's departure from the committee. Gerry had not wanted to be part of the committee but this was now found to be problematic as there was no real "ownership" or proactive approach to the website. Pam found that she was having to write out any postings for the website in full and found that if instructions were not continually given that changes were not made to the website, for example details of the website still alluded to the garden party which has been and gone, and the September meeting still has "venue To Be Confirmed". It was felt that this was inevitable if the Web co-ordinator was not a member of the committee, au fait with the committee's thinking and with a specific remit to keep the website upto date. The importance of the website was agreed as a first port of call for potential new members, and in the age of digital technology the source that people would increasingly use to look up current and future events.

In addition it was felt that someone with good IT skills needed to take on the Hybrid meetings and be a Zoom-Pro licence holder (if this was required). It was therefore agreed that a committee member was required for the website administration. John had agreed to take on administration for the groups but did not have access to change other things on the website. Diplomatic communication would be required with Gerry in order to avoid him feeling that his efforts to date had not been worthwhile, but it was agreed that a new Webmaster committee member would be required.

The possibility of inviting new members to join the committee was discussed.

Action needed:

- Pam to draft an email to Gerry thanking him for work to date but advising him that we would be looking for a committee member webmaster (and if he wanted this position he would be welcome). This draft email to be approved by committee members.
- Tony to highlight the need for new committee members at the monthly meeting (once Gerry has received the email advising him of the need for a committee member webmaster).

- **Any Other Business**

Tony was concerned that Rosie & Graham Stacey thought they would be performing for the monthly meeting again in January as they had seen a draft calendar of events with their names on. It was agreed that a further garden party in July 2022 should be scheduled and that they could be invited to play at this (although it was noted that a sound system would be required).

Pam discussed a recent unkind email that had been sent to her regarding the inclusion of Karenza Storey's poem on the website. It was agreed that a short formal reply should be given advising that this was included because it had won a u3a award.

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

Tuesday 5th October at 4.00pm –if time acceptable to all. Venue TBC