

Crawley U3A

Meetings of a Committee Meeting held via Zoom

20th June 2020 10.00am

Members present: George Redgrave, Alan Pay, Phil Light, Jim McGough, Ann and Stewart Sole, Jean Elmer, Jan Morris

1. **Minutes of last meeting.** These were agreed.

2. **Matters Arising**

Actions from; Ctte 15th May	Outcome
Ann and Stewart Membership secretaries to get all member records and group records up to date	<p>Member records: 36 members yet to be in contact. 4 members unlikely to reply because of circumstances.</p> <p>Group records are being sorted as we go. Many were already corrected. The final corrections will follow, after we have completed the members data check.</p> <p>Before any U3A meetings resume, we/Anne Thorn will produce group member lists together with corrected EC to be distributed to Group leaders who can update their own lists and raise any queries</p> <p>George thanked Ann and Stewart for all their hard work.</p>
Phil Proposal to go cashless. Group Expenses - Phil would draft a proposal and also look at an attendance register and the Re-introduction a register for all meetings	<p>Ideally I would like to avoid collecting cash at group meetings when we resume our activities but if we are to go ahead with the idea of payment by attendance (for rooms based groups) then this will not be possible. Payment by term – in advance is not an option if we don't know if groups will be able to meet for the whole term. To establish the level of individual group fees I plan to complete an analysis of this current year's activities to work out average attendances from which we can set a rate to cover the room hire cost. If, as I expect, some of the information I need is missing, we can use the data prepared by Alan Pay when we calculated 2019/2020 fees. Group attendance register forms will be essential for "payment by attendance groups", our existing forms are not suitable and new forms will need to be introduced by 1st August (I am working on this) ACTION: Phil</p>
Jean. Cancel all meeting speakers until 2021	<p>I have not cancelled NOV & DEC speakers as I will wait for the results on my report.</p> <p>It was agreed that Jean would cancel these speakers ACTION Jean</p>

Revise Constitution - Alan would consult TAT and draft a proposal	I have included the paragraph from the Model Constitution in my report. If the Committee is content, I will proceed to try to adopt the Model paragraph ACTION: Alan
AGM - Alan will check with TAT for guidance	Jan has included the information in her report. AGMs may be postponed for 3 months. It was agreed that this would now be held in February, physically if circumstances allowed or remotely if not. Phil and Jean agreed to continue until then
Jean agreed to continue to book speakers	I will rebook the cancelled speakers for this year into 2021. ACTION Jean
Jean will provide a breakdown of her responsibilities as we may need to split the role	Speaker organiser - Select a speaker. Book them. Enter information into diary. Raise a cheque from treasurer. Check the speaker is ok a week before due date. After the meeting hand cheque to speaker. Get the receipt signed & hand to treasurer. Liaise with Stephen Bloy on Tuesday prior to meeting to check layout of hall and any special requests made by speaker. Open & Close venue. Thank you letters to speakers. Events Co-ordinator - Organise coffee mornings, group leaders meetings (twice annually), Adhoc activities that come to mind, booking venues for said meetings & raising cheques, opening & closing of venues.
Jan Request from Welfare Support for GLs to contact all their members and make any necessary referrals to the Welfare ladies	The GLs who replied to the welfare question reported no problems. I have put a further reminder in the newsletter. The welfare email question hasn't been resolved so I've asked Stuart to put the newsletter address as link from the web site online contact form. I have asked Stuart to slightly amend the welcome page on the web site so there is a more prominent link to the contents page for any queries. The Welfare ladies would prefer all referrals to come through GLs. There is a meeting planned with Welfare and Member Support and a new liaison contact may then be added to the website

3. **Attracting new members.** It was agreed that the advert in Crawley Live should wait until we are back up and running. It would be useful to get our name out in the wider Crawley area eg in the press. Press Releases had been sent for the cancelled U3A National Day but these didn't appear to have been published. We could also make use of Crawley Council's online pages. Jan would investigate **ACTION: Jan**

4. **Draft Budget.** This was based on no membership fees and excludes groups (which should be mainly self financing) and should break even. It would not be possible to offer a free year in the future and fees may need to rise. It would be fairer if membership fees remain low and group fees rise if necessary. The group fees were due to be reviewed this term but the closure had disrupted that. It was agreed that fees should remain at £1.50 max.

5. **Third Age Matters.** Some U3As allow their members to opt out of receiving this mailing allowing a reduction of their membership fee (around £3). It was agreed not to offer this option at the current time.
6. **Procedures Manual** Phil would redesign the forms and amend the financial sections. Jim would co-ordinate **ACTION: Jim and Phil**
7. **Meetings.** Until further Government guidance is issued we cannot plan for Group Meetings or monthly meetings. It was agreed the first monthly meeting (whenever it may be) should be a social event. There was a discussion about combining it with a new members meeting but there could be problems with numbers. This would be discussed at a future meeting. **ACTION: Alan**
8. **Emergency contacts.** Not everyone provides NOK details and many are for distant relatives. Physical activity groups are more likely to have accidents but medical incidents can occur at any time. There is no requirement for NOK. Ann would look at cases on an individual basis. **ACTION: Ann**
9. **Membership renewals.** A letter would be sent with the membership cards. It would include information about the postponed AGM. Any committee member wishing to add further information should let Ann know by the end of the month. **ACTION: All**
The letter would include a request for relatives to inform us of any incidents involving members. GLs would be reminded to let membership/welfare know about any illness, death, house moves etc. This would be included in the GL meeting (TBA)
10. **Walkers and O&A Groups.** The Walkers Extra GL had undertaken preparatory work ready for when walks can resume. It was agreed that these groups may resume subject to the completion of the TAT Risk Assessment and subject to the current Government guidelines (eg max of 6, observe social distancing etc). There was concern about stiles, gates etc. This would be left to individual members' discretion. Phil would contact the Walkers and O&A GLs. **ACTION: Phil**
11. **Room bookings.** Phil had a discussion about St Pauls bookings with their bookings secretary Nicola. It was hoped that in future all GLs would book their own rooms and enter the details onto Beacon. Phil would check if GLs had this access **ACTION: Phil**
12. **French group magazine.** It was agreed that we would pay the subscription again this year but it may not be possible in future years. It was important to support our groups to get back on track post lockdown. Payment for consumables would be included on the GL meeting agenda.
13. **AOB.**

- a. As part of the membership information review, many members had expressed their thanks for the work of the committee. There was little indication that our membership would drop.
- b. The Singing for Fun group had asked for guidance on re-opening. We are not in a position to advise. GLs will be informed as soon as we have any updates on re-opening.

14. **Date of next meeting.** Another meeting would be held next month, unless an urgent matter needs to be discussed.

Items for future GL meeting

1. Room bookings
2. Payment for consumables
3. Adding members to Beacon
4. Group convenors
5. Welfare referrals
6. U3A National Day