

Crawley U3A

Meetings of a Committee Meeting held via Zoom

28th July at 4pm

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

1. **Apologies.** None
2. **Welcome.** George welcomed Peter as our new Groups' co-ordinator.
3. **Minutes of last meeting.** These were agreed.
4. **Matters Arising**
 - a. **Item 3** No action on contacting Crawley Council online information service as we currently have little to offer.
 - b. **Item 6.** Procedures Manual. It was agreed to review this in the Autumn when some of our new procedures have been finalised. The version on the web site only contains information for Group Leaders; the second half (for the Committee) also needs scrutiny.
 - c. **Item 11.** Phil had spoken to Nicola at St Pauls. They are close to finalising arrangements for re-opening their premises. No further details are known eg on the numbers, responsibility for cleaning (likely to fall on hirers), hire rates. All bookings are currently cancelled. More details would be given as soon as they were known. No planning can be undertaken until we know what restrictions will be in place. We also do not know how many of our members wish to resume in the immediate future. GLs would probably need to provide appropriate cleaning equipment.
 - d. **Item 10.** Walkers Extra and O&A7 have started small group walks. No information has been received from other groups.
5. **GL membership support meeting report back.** The meeting was well received and many GLs had requested a hard copy of the presentation.
6. **Planning for a full GL Meeting**

The meeting would be held after we know St Paul's plans. It will still need to be by Zoom so will be an imparting information meeting rather than a discussion. GLs would be informed of the proposed agenda and asked for their input with a date for return of replies. Once this has been actioned and the St Paul's advice received a date would be set.

ACTION: Peter

Proposed agenda:

Payment by attendance

Cost of £1.50 per session
Room bookings
Payment for consumables
Adding members to Beacon
Group administrators
(U3A National Day) – postpone for the moment as not till next June
Refunds for the summer term (see 8a below)

7. Proposed Groups Form

The form would be produced by Stewart in excel using information from Beacon. It could then be produced as a PDF or hard copy if a GL preferred that format. A new form would be needed each week. It will produce more accurate attendance levels and help with budget setting. It could not be used for the monthly meeting. The comments column would be useful for imparting information to membership and for keeping track on non-attendees. It cannot go on the web site as it is personal to each group and populated with member information. Phil and Stewart will discuss when it would be produced after any feedback from GLs.

ACTION: Phil and Stewart

8. Reports

- a. **Finance.** The reports include information to 20 July so will be very similar to the end of year figures; some expenses are still coming in. The deficit for the year is intended and will reduce the surplus. Phil will finalise the accounts and send to the committee before submission to the Auditors. They will be discussed at the next meeting.

ACTION: Phil

Although cheques can be deposited using the smartphone app this will cause many individual entries on the bank statement. Phil expressed thanks to the GLs who deposit their group money.

Some groups may have paid in advance for the summer term. We will offer them a refund, or credit towards the next term. This will mean a deficit on next year's accounts. This should be mentioned at the GLs meeting

- b. **Communications.** There had been a positive response to the online newsletters; number 6 was in production. Jan would provide a summary of newsletters 4-6 to send with the membership cards

ACTION: Jan

George has offered to read the newsletters for sight impaired members but discussion was needed on the best media to use for distribution.

ACTION: George and Ann/Stewart

- c. **Events** Jean will deal with offers of virtual speakers currently being sent to membership.

ACTION: Jean and Ann/Stewart

George had the banner and refreshments from meetings. Jean would contact Peggy Miller about a stocktake of U3A resources.

ACTION: Jean

- d. **Membership** 16 members need to be contacted about emergency contacts. 40% of records had required amendment.

The membership card will have a message on the back advising members and their families to contact membership secretaries with any changes or questions.

The renewal letter was ready to go but no further input had been received from the Committee. It should include a reminder to cancel standing orders and notification of the postponement of the AGM.

9. AOB

- a. **Groups mobile phone.** This no longer worked. Peter would need to obtain a replacement and all references to the number updated (eg on website and directory) **ACTION: Peter**
- b. **Gardening groups.** Members were visiting each other's gardens in place of visiting commercial gardens.

10. Date and time of next meeting

There would be short weekly meetings at 9.00am on Thursdays, starting on Thursday 6th August.