

## CRAWLEY U3A

### Note of a Committee Meeting held by Zoom

20<sup>th</sup> October 2020

**Attending:** George Redgrave, Phil Light, Jim McGough, Alan Pay, Jean Elmer, Peter Beckley, Ann and Stewart Sole, Janet Morris

1. The minutes of the previous meetings were agreed. No matters arising
2. **Coronavirus guidance.** The situation was fluid with no new guidance from TAT to report.
3. **Committee nominations.** Alan will produce a form seeking nominations for the next Committee. Jean's term of office will end at the AGM. Peter has already been appointed but his term of office will run from the date of the next AGM. **ACTION: Alan**  
George will include a request for nominations at the Zoom monthly meeting on 13<sup>th</sup> November. **ACTION: George**  
Jan would include a mention in the newsletter. **ACTION: Jan**
4. **Reports**
  - a. **Finance.** Phil would claim for Gift Aid for last year. Obviously there would not be a claim for the current year as we haven't charged fees. TAT Capitation would rise by 50p in 2022.
  - b. **Groups.** Ukulele had canvassed their members about small group meetings at St Pauls. If there was sufficient interest Bryan would give the Committee formal notification. There was a suggestion that they could have a hybrid meeting by also using Zoom to simultaneously broadcast the physical meeting.
  - c. **Meetings.** Jean had speakers booked till September. She would cancel them unless they were able to give their talk by Zoom with the proviso that, should the situation change, we could rebook them **Action: Jean**  
She also had a list of virtual speakers sent from another u3a.
  - d. **Membership** No formal report but numbers are available from Beacon.
5. **Zoom membership.** It was agreed that we should upgrade to annual membership which would result in a saving. There was currently a special offer. **Action: Jan**
6. **Promoting Zoom.** The situation is not going to improve in the short term and in order to maintain interest in our u3a we need to encourage further Zoom use by groups, even if only a few members participate initially. George would mention this at the monthly meeting, Peter would contact Group Leaders and Jan would include it in the next newsletter (which would also include an article from a GL promoting the ease of Zoom for meetings).  
**Action George, Peter and Jan**
7. **November monthly meeting. 13<sup>th</sup> November 2.30pm.** George would open the meeting with a brief introduction (to include promoting Zoom and the request for Committee nominations).

He would then introduce the speaker, Alan Charlton, a former diplomat who has been Ambassador to several countries including Germany and Brazil and deputy ambassador to the USA. Alan would speak for about 40 minutes and then invite questions. This could be done by the use of the hands up icon or by typing in the comments box. If the former we'd need to nominate Committee members to monitor requests to ask questions. It would also be useful to tactfully mention that a poor internet connection should not deter members from persevering with Zoom.

Jean and Jan would produce a dynamic email to attract attention. Jan would issue the invitation and request an RSVP. The "protocol" for meetings would be included.

**Action: Jean and Jan**

We could record the meeting to upload to Youtube and our web site to promote further virtual meetings.

8. **Next meeting.** There would not be a catch up meeting this week. The next catch up meeting would be on 29<sup>th</sup> October at 5pm

There was no other business so the meeting closed at 4.57pm