

Crawley U3A

Note of weekly Zoom meetings

- **Thursday 6th August.** Apologies from Phil Light
 - Agreed to give access to Beacon to Member Support ladies
 - Peter is not yet a Trustee (needs to be voted on) but can have Beacon access
 - The accounts should be ready for approval next week.
 - Data Protection and Privacy Policies need review
- **Thursday 13th August**
 - The end of year accounts were agreed. Phil would submit to Auditor
 - It was agreed that O&A groups need not pay subs until they start meeting again
 - Peter would send survey about memory to Group Leaders
 - There would be a Zoom meeting on Monday 17th August at 3pm to discuss ST Paul's resumption of lettings
 - The Zoom subscription would be renewed (agreed by email)
- **Thursday 27th August**
 - Table Tennis is the only group who have notified Peter of their intention to return. They will enter by the Fire Doors
 - There will be a Committee Meeting on Tuesday 1st September at 10.00am to discuss the GL meeting on 8th September. Peter would suggest an agenda.
- **Thursday 3rd September. No meeting**
- **Thursday 10 September**
 - There was a discussion about the new rules limiting numbers to 6. We would wait for TAT guidance
 - The newsletter would be revised/ delayed accordingly
 - There was a discussion about virtual speakers for a monthly meeting. Jean had received offers costing £10 per head. A request would be put in the newsletter for any volunteers willing to give a talk to our members.
- **Thursday 17th September No meeting**
- **Thursday 24th September**
 - The Third Age Trust has updated its guidance following the introduction of the Rule of 6. As a result:
 - Table Tennis has been cancelled.
 - Ukulele had hoped to have a meeting in October, Peter would check with Bryan
 - Walking and Outdoor groups would need to be very cautious in having more than one bubble walk in the same vicinity on the same day.
 - Home based groups of up to 6 are allowed if they can be suitable distanced. Needles group is currently working on a 1:1 basis.
 - Although St Pauls' required 2 months' notice of cancellation, it is believed that this would not apply in the current situation.

- We should encourage more groups to meet remotely. Currently Zoom has been used by Quiz, Ukulele, Book Circles 1 and 2 and Bamboo Pipes and of course the Committee. It was suggested that Committee members canvas their groups to see if more would be interested in trialling a meeting, even if only a few members join initially.
 - St Pauls require our Public Liability Insurance certificate. If this wasn't on the web site, Phil can provide.
 - Book Circle 2 want to change their venue. Freda (GL) will contact the committee if she finds a suitable replacement
 - Alan is continuing to update the equipment list
 - We currently have different end of years for membership, finances and in some cases group activities. These would be consolidated into one Year End at the end of August. This shouldn't affect the AGM as there was leeway in the date.
 - Our AGM has been advertised as Feb 12 2021 (As permitted by the constitution) but the date could be brought forward if necessary. It will probably be held by Zoom.
 - The Privacy Policy (based on the TAT standard policy) was agreed.
 - The National AGM was being held virtually next week.
- **Thursday 1st October**
 - The Third Age Trust's AGM was held virtually this week. Capitation will be raised by 50p from 2022. The logo has been rebranded to lower case (u3a) and the TAT web site has been redesigned (and has a search box!). Details would be sent to Committees in due course.
 - It was agreed to trial a virtual monthly meeting in November, December and January in preparation for the AGM in February. These would be held on the second Friday of each month as per the physical meeting. Jean would investigate speakers. It was suggested that we could share speakers with neighbouring U3As.
 - The weekly meetings would be changed to 5pm on Thursdays from next week (8th October).
 - Walking groups and O&As would be reminded that only 6 people should meet. If "Double bubbles" are planned these should be timed so that the groups do not have sight of each other at any time.
 - The annual accounts for 2019/2020 have now been certified by the accountants and will be published once they have been approved by the AGM.
 - Phil reported that he could see no reason why we cannot align our year ends subject to approval by the AGM.
 - There would be a full Committee meeting at 4.00pm on Tuesday 20th October.
- **Thursday 8th October**
 - Ukulele group. There was a discussion about the Ukulele group's request to restart at St Paul's. It was agreed that, although the majority of the Committee felt that the advice suggested otherwise, the group would be able to resume subject to adherence to St Paul's regulations and individual members completing a risk assessment prior to each meeting. The cost would remain at £1.50 per person even though this would not cover the cost of room

hire. Peter would contact Bryan and also re-book the rooms at St Paul's. ACTION:
Peter

- Monthly meetings. Ann repeated her offer to give a talk about Ecuador. Jean had already approached a speaker for the November meeting. The format of the meeting would be discussed at the October monthly meeting on Tuesday 20th October at 4pm

- **Thursday 15th October No meeting**
- **Thursday 22nd October. No meeting**

- **Thursday 29th October**
 - The ukulele group were meeting on 10th November (unless the rules change). He hoped to also broadcast it on Zoom to include everyone. He would do one actual meeting and one Zoom a month.
 - The forthcoming newsletter would include the email for volunteers at the Wings Museum, the Survey email, Languages show
 - We would need to plan a Christmas monthly meeting.
 - There was a suggestion that a paper Christmas mailing could include a Christmas card. (so long as it didn't take it over 100g)
 - It was agreed that all members could be invited to join any Zoom meeting they fancied eg Quiz
 - Another u3a group had developed an art appreciation group using video links and a whats app group. Jan would send details to the relevant groups.

- **Thursday 5th November**
 - There was a discussion about the planned Zoom monthly meeting. George would introduce the meeting and will mention:
 1. The AGM
 2. Jean's successor
 3. Future vacancies – Treasurer, Comms in Sept 2020
 4. The Facebook group
 5. Promoting online meetings
 6. Ask for ideas for Christmas meeting
 - Members can ask questions using the chat button
 - Jean will investigate future speakers
 - Jean will produce a job description to advertise her role
 - It was agreed to form a whats app group for the Committee. Ann and Stewart do not currently use whats app.
 - The ukulele group's plans to meet in person had been scuppered by the second lockdown.

- **Thursday 12th November**
 - Jean's job description was agreed to be more user friendly than the "official" one
 - All eligible Committee members eligible for re-election had signified their agreement. Alan will talk to the other role holders (Beacon, web site, welfare). He will produce a document to circulate to the Committee and try different ways to attract more volunteers (eg they needn't serve on the Committee)

- Tomorrow's monthly meeting was discussed. There had been a request to record it.
 - Jan had had a lot of contact with a lady from Ringmer u3a about Zoom.
- **Thursday 19th November**
 - There was a discussion about last week's monthly meeting. There had been a lot of positive feedback. One lady had not received the invitation as her email server had rejected it as containing abusive language! The video had not been posted because it showed several members whose permission had not previously been sought.
 - There had been an enquiry on Facebook about groups meeting online but the enquirer was not currently a member of Crawley u3a.
 - **Christmas meeting ideas**
 - Judith Theobald talk
 - George reading a festive poem
 - Bob Weddell reading an amusing Christmas tale (Peter to ask)
 - A powerpoint of photos of items made by groups during lockdown (Peter to contact Group Leaders)
 - A quiz. Stewart would provide a Carols by initial letters quiz
 - Funny hat and Christmas jumpers. Competition???
 - Sing along to You tube songs
 - A cake decorating competition
 - We will need to invite members to book a place so we don't exceed 99. (we did have a booking system last year). The meeting could be recorded (with everyone's permission). Could it be repeated? We could possibly buy another Zoom licence for a month.
 - We will need a strict running order.
 - We could invite people to change their screen names to something seasonal
 - **TAT EGM.** Alan invited comments to his email from the TAT about changing the constitution to allow virtual meetings. We may need to change our constitution.
 - Alan had also emailed for contributions to the Annual Report.
- **Thursday 26th November**
 - The poetry group had enjoyed a very successful first Zoom meeting. 5 people had attended
 - There was a discussion about the role of President. It's a figurehead role that doesn't require an election. Maureen Wickes is the obvious candidate but if she declines we won't pursue it further at the moment.
 - Jean would issue the party invitation and request members to book a place. Jan would issue the meeting link to those members who reply. All Committee members had been allocated a place at the party.
 - Ann and Stewart had had an enquiry from a potential new member
 - Jan would issue a December newsletter which would be sent by email along with the notification of the AGM. Ann and Stewart would then send these documents by post to members without email.
 - AGM documents. Phil and George would arrange to both sign the accounts. The Treasurers report would mention the Zoom subscription. More details are also in the

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- **Thursday 3rd December**
 - Alan had registered to vote in TAT EGM and would be voting shortly
 - George had not yet contacted Maureen about becoming President
 - The newsletters had been emailed. Ann and Stewart would send paper copies
 - Phil would pay the invoice for next week's speaker. There had been no activity in the bank accounts in November
 - Alan was collating reports for the Annual Report
 - Ann was attending a Zoom meeting about PR. She was present a short summary to the Committee
 - Jim had attended a Zoom tutorial
 - 52 screens had applied for tickets for the party. Stewart was producing a quiz. It would not matter greatly if it over ran the allocated time
 - **For future discussion:**
 1. Can renewal papers be sent by email?
 2. Phil would like input on the renewal form
 3. Ann and Phil to discuss in the new year
- **Thursday 10th December**

- Alan requested that all entries for the Annual Report be sent to him by the beginning of January
- Ann had attended the marketing seminar. All had agreed that TAT need to update the national image of u3a to attract younger people. We need more relevant and up to date groups eg environment, climate change etc. One group had sent Christmas cards to all its members. Ann would produce a written report.
- The newsletter and AGM notice had been posted
- Ann shared the Carols quiz for tomorrow's meeting
- George had signed the accounts
- Tomorrow's speaker would submit an invoice and Phil would transfer the money. This would be the same for the January speaker.
- Maureen was pleased to accept the nomination for the role of President.