

CRAWLEY U3A

Note of a Committee Meeting held by Zoom

25th February 2021

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

1. The minutes of the 7th January meetings were agreed. No matters arising.
2. **Speaker Organiser.**
Liz Tennant has agreed to be Speaker Organiser but currently has a prior commitment on Friday afternoons so the Committee will need to be responsible for organising the actual meetings. (Contacting the Friary etc). Jean will continue to organise RUGs.
3. **Procedures Manual.**
This is still a work in progress and may need further revision when we resume physical meetings. Phil will continue to review the financial aspects. While general job descriptions are on the web site it is down to individual committee members to compose “desk procedures” for their role.
4. **AGM voting.** The AGM had been beset by voting difficulties and the proposal for members to vote in advance of the AGM was rejected at the AGM. It was agreed this would be considered at a future Committee meeting if another virtual AGM was necessary.
5. **Date for AGM.** With the change of year end to August 31st it would be difficult to produce the accounts by October. It was agreed that AGMs would revert to November, this year being **Friday 12th November**. This may be a hybrid meeting, virtual and physical.
6. **DBS Checks.** The Charity Commission recommends all charities conduct DBS checks. It was agreed that this would be impractical and expensive for all our groups. Our members are not in a one to one situation where safeguarding could be an issue.
7. **Cooperation with neighbouring groups.** As well as the offer of additional groups from Horley, some of our members had attended a virtual talk at Haywards Heath. It was agreed to offer spare capacity at talks to local u3as. It was not considered necessary at this point for associate membership to be offered.
8. **Calendar on web site** There is a facility on Beacon to share the calendar to the web site. At present there is no information about meetings on Beacon. Isabel had previously uploaded the information but at a previous meeting it had been suggested that group Leaders could be responsible for their own information.

- 9. Website** There was an unfavourable comparison between our website and those of some other u3as. Our web site has certain constraints due to the sitebuilder host. Ann would produce a list of suggestions. **Action Ann**
- 10. Deaths.** There was a discussion about whether we should be responsible for informing members of the death of current and past members. No agreement was reached.
- 11. U3a National Day.** Plans were underway to celebrate this on 2nd June. It was agreed we would produce our own leaflet. Jan would circulate for comments **Action Jan**
We need to agree the wording on a new banner, 2 suggestions being “Rethink retirement” and “Learn, laugh, live”. Jan would send approximate costs of the day to Phil **Action Jan**
- 12. Emerging from lockdown.** The roadmap out of lockdown suggests that physical meetings may be able to resume from September. Jim would draft a suggested action plan for us to follow and Phil would circulate a list of informal groups for the transition period. **Action Jim and Phil.** There is a need to promote ourselves to our target audience, perhaps focussing on the activities we offer rather than the organisation as a whole. There was a discussion about the WSCC web site community pages which only show Crawley u3a and not for example a search for ukulele. The Group Leaders could be encouraged to upload details of their individual groups if this was permitted by the rules of the WSCC web site. This should wait until we are back up and running and have more to offer.
- 13. Any Other Business**
- a. Ann plans to start a Climate and Environment group
 - b. Jan suggested a virtual coffee morning which has been successfully tried by other groups. The first one would be on **Friday 26th March at 10.30am**. Phil would also introduce the informal groups ideas. **Action: Jan and Phil**
- 14. Next meeting.** The next catch up meeting would be on at 5pm

There was no other business so the meeting closed at 5pm