

**Crawley u3a**  
**Weekly Zoom meeting minutes**  
**May - Nov 2021**

**Thursday 6<sup>th</sup> May**

- Ann had enrolled 2 more members
- A small Russian group had been set up
- Phil has suggested introducing an informal IT support group which could be in groups or with individuals. We would need to establish who was willing to share expertise and who required assistance. It could be included in a newsletter to establish the level of interest
- The GL meeting agenda is ready. Jan will send Peter the link so both can be distributed
- Third Age Matters. Ann was submitting the list to TAT today. There would be a discussion at the full Committee meeting
- There was a discussion about Earth Matters group role at u3a day. A photo quiz of recyclable and non-recyclable items was suggested.
- The Committee meeting on 20<sup>th</sup> May would be at **4pm**

**Thursday 7<sup>th</sup> May**

- Ann sent her apologies
- Peter and Phil had met with other O&A groups. Several groups were not resuming trips until September. It was suggested that other groups follow O&A7's lead and make informal arrangements (eg a train to Chichester or Lewes) rather than commit to any financial outlay until the situation becomes clearer. O&A5 are still in need of a leader though the members are keen to carry on. O&As can undertake activities within the Government's guidelines without the need to refer to the Committee.
- It was agreed to hold a face to face Committee meeting on Wednesday 23<sup>rd</sup> June at 3pm in Phil's garden. We could revert to Zoom if necessary.
- Jan had contacted Crawley Community Action about u3a day. They have now invited her to attend a meeting in July with the Social Prescribing Team to explain all about the services offered by the u3a as they are in contact with people who are looking for activities to join in Crawley.
- The Friary have advised that they do have wifi but it has a very slow speed. They hope to work on it. They currently use the kitchen as an isolation area but this will change if all restrictions are lifted on 21<sup>st</sup> June. We need to decide on the format of the July meeting. Liz Tennant has asked if we can use hybrid meetings as it will enable us to access a wider range of Speakers. The u3a apparently has 2 projectors.
- Peter had contacted Liz about future meetings and passed on the information about risks assessments discussed last week.
- Phil had organised a Zoom session with Alan, Stewart and Ann to discuss the arrangements for the new group fees
- Peter had had 2 replies from GLs about IT help, one wanting help and one offering it.
- There was a discussion about surplus reduction and whether we need to be more pro active in reducing it. There will be some reduction over time as the membership fees do not cover all the operating costs. The annual accounts will show a deficit.
- Arrangements were continuing for the Open Day on Wednesday. Reminder emails would be sent this weekend.

### Thursday 3<sup>rd</sup> June

- Table Tennis met again today. They had downloaded the attendance record from Beacon, using their own spreadsheet. A younger man had joined the group.
- The u3a day had been a great success with the names of 21 potential new members, including 3 of overseas origin. Ann would be contacting them in due course. Some membership forms had also been given out.  
Henry Smith and Peter Lamb had attended. It had also been a great social event for existing members who were able to catch up on 15 months of chat! The TAT plan on this being an annual event.
- Jan was compiling feedback on the event. The RUGs had commented that the leaflets they were handing out on the day didn't have a phone number. However they were also giving people the trifold leaflet which did have contact details on.
- One member had enquired about swapping from O&A group 5. This could be the start of a mass exodus as the group leader is standing down and no-one has volunteered to take on the role. It may be possible to retain members' interest if there was a point of contact. Other groups obtain members' permission to share contact details among themselves thus avoiding the need to use Beacon. There was a discussion about how best to support these groups; it would be discussed at a full meeting. There was currently no central list of places visited by the various groups or of completed risk assessments. Some groups are arranging informal outings (eg to Chichester or Emsworth) which allow members to see each other on a less-structured visit. Other u3as organise their outings differently making them available to all members, as we do with the Seasonal Outings.
- Some members are expected to be very keen to resume activities while others are more cautious. It was agreed that an item would be included in the newsletter to ascertain if people are keen but their GL is less so.

### Thursday 10<sup>th</sup> June

- O&A 7 Had a successful trip by train to Chichester with members making their own travel arrangements on the train from Crawley and Three Bridges.
- Phil has made a one off offer to arrange something for O&A 5 but has had little take up so far,
- Book group 2 now only has four members and so it is going to become a Home Group
- The comedy group is down to two members and may close. Jim is going to look into options of changing the way the group operates to stimulate interest
- Circle dancing may close but there is a possibility of starting a Folk Dancing Group
- We have been offered some equipment associated to short mat bowls. Ann will look at how we could store and utilise this before accepting the offer. Peter will canvas members to see if there is any interest in forming a bowls group.
- We have another 30 members
- We have been approached by an occupational therapist who is undertaking a project and would like to discuss how this could be mutually beneficial. Ann will discuss the way forward with her.
- The Committee agreed to consider suitable venues for frequent small drop in coffee mornings such as outside of the walled garden in Tilgate and The Tavern on the Green in Pound Hill

- Facebook are changing their policy on Public Groups w.e.f 11th June. Anyone can join the group without approval or post or comment on posts on our Facebook page, but moderators will still have control over new group members or new posts, and remove anything which is unacceptable. We agreed that it could have benefits for u3a, potentially attracting new members and increasing our public profile.
- The Mid Sussex times is writing an article on the u3a and George will liaise with them

#### Thursday 17<sup>th</sup> June

- 46 people were interested in short mat bowls, but as yet there is no group leader. We need to find short term storage for the equipment as it needs collecting very soon. We will then need to find a venue with suitable storage. Peter has contacted St Paul's. The equipment does not come with bowls which are expensive. We could investigate second hand bowls via the web and through different contacts. Ros from the Downsman bowls club is willing to come along and provide tuition.  
We'll ask the members at the coffee morning for offers of storage. We could then email all members.  
Update: Peter has advised that a van will be needed for transporting the equipment. Concern was expressed that the bulk and weight could be an issue that our members may find difficult.
- Folk dancing. 6 members from circle dancing were interested. Peter will email all members to ascertain further interest.
- Ann and Jim had spoken to 2 OTs. This would be discussed more next week.
- The calendar was not yet linked to the web site. Jan would discuss with Anne T next week. Once it happens it is important that Beacon is kept up to date
- The monthly meeting on 9<sup>th</sup> July would revert to Zoom. The tea party would not be permissible under the current Covid regulations
- Jan is able to update the text on the web site. Any attachments need to be uploaded by Stuart.
- Last week's meeting with Judy Theobald was very entertaining.
- There will be a full Committee Meeting next **Wednesday 23<sup>rd</sup> June at 3pm** in Phil's garden, weather permitting. Otherwise it will revert to Zoom

#### Thursday 1<sup>st</sup> July

- An offer to store the equipment has been received. St Pauls want to know the dimensions with a photo. Peter has contacted Trevor who may also know someone with suitable transport
- O&A5 and Walkers 1 are joining for a walk next week organised by Phil. There would also be a MahJong session at Phil's house/garden.
- There was a discussion about membership fees and the new system for group fees payment. We need some form of commitment from people to help ascertain the level of continued membership. And we need to know that we had something to offer them
- It was agreed:
  - The new payment system for groups would be postponed as the timing is wrong
  - The proposal to reduce/remove the membership fee would be discussed once the plans for the end of lockdown were confirmed
  - Membership would contact all members to update their details/intention to renew.
  - Group Leaders would be specifically asked if they intend to resume in September (circle dancing and comedy were closing; Folk dancing would start in September)
- Phil had been advised of the death of Beryl Sinclair (Art Appreciation 1 leader)
- Jan had attended an online TAT discussion about u3a day. 10% of u3as were known to have taken part. The planned date for the 40<sup>th</sup> anniversary may change as it clashes with the Queen's Jubilee.

#### Thursday 8<sup>th</sup> July

- Phil proposed a reduction in membership fees of £5 per category.
- In response to a query from Ann about the possibility of thin bookings being underwritten by our cash reserves, Phil told us that he had drawn up a Treasurer's note confirming this possibility.
- Ann reported that only 60% of the membership had responded to the request for a data check
- Phil reported that recent trips to Emsworth and Hastings had demonstrated the appetite for renewed out and about activities.
- The Covid enigmas remained, and in order to cover the issues and other matters in detail, we agreed to hold a fuller meeting in Phil's garden in Pound Hill at **1600 on 22 July**. If the weather does not permit this we can revert to Zoom.

#### **Thursday 5<sup>th</sup> August**

- It was agreed to leave the memberships fees as agreed at the last meeting and resolve the idiosyncrasies at a later date
- St Pauls hope to offer us storage for the Short Mat Bowls as 2 non u3a groups are closing
- The Bridge Group are very keen to restart in September. There may be a rent increase.
- It was agreed to send a card to the Group Leaders who were standing down. Jan would organise. They would also be mentioned in the newsletter. The circle dancing Bluetooth set had been returned and would be passed on to Bob's new Folk Dancing group. (UPDATE: He doesn't require it)
- Book group 2 don't want to continue at St Paul's. They plan to be based in a garden room. This would be classed as a home based group
- Isabel had contacted all the St Paul's groups who all plan to restart. She would contact other groups in due course
- It was agreed that the September Monthly meeting would be a social event nand general update. It may not be possible to serve refreshments. We could have a book swap. It was hoped to have the new Directory and Members Handbook available. Jan would contact Liz T and check re hall hire with Peter.
- It was agreed that we would finance the production of the History Group's collection of essays. This was a one off and should not be treated as a precedent.
- We were not yet in a position to offer card payments.

#### **Thursday 19<sup>th</sup> August**

- George, Ann, Stewart and Peter sent apologies
- The GL for Short Mat Bowls has suggested we need a roller for the mats. New single rollers cost around £1100 but Phil has seen a second hand double one online. He will consult with Max when he returns from holiday. Bowls and other equipment will also be necessary. There would be a meeting at St Pauls to check size of storage area. Around 50 members have expressed an interest in the group
- The equipment list on the web site was out of date. Alan would update it
- There was concern that some documents on the web site are out of date. The webmaster currently has other commitments. Jan and Isabel would discuss.
- Jim had tried to book the Bill Buck room at the library to restart the Poetry group but the library are currently limiting access to 10 people in that room. He would go back to them. St Pauls' room limits are Rooms 6 and 7: 25, Canteen: 50, Hall and Church: 100. Other possible venues are St Barnabas, the Hawth and the United Reform Church.

- It would be a good idea to hold a face to face GL meeting prior to the relaunch meeting on 10<sup>th</sup> September. Isabel would discuss with Peter
- It was agreed that the Committee would be on hand to meet and greet at the 10<sup>th</sup> September meeting.
- The history group's booklet was with the printers. We'd try to get the invoice paid before the end of the month.
- Isabel thanked Phil for his support to O&A5. Some members are now making suggestions for trips
- Once Premier have published their new trips list it would be suggested to all O&A groups. There was no conflict in sharing this type of outing with non u3a members.
- A face to face Committee Meeting was planned for Tuesday 31<sup>st</sup> August at 4pm. Jim would check on the availability of the URC.
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#### **Thursday 23<sup>rd</sup> September**

- There was a discussion about the large numbers at the September monthly meeting. It was possibly a one off as we normally have 60-70 for the meetings.
- Open Afternoon:
  - Peter, Jean and Isabel will be meeting on Tuesday to plan
  - Jim currently has the floor plan from a previous meeting. He will deliver to Peter
  - We will need to emphasise that members can drop in any time during the afternoon
  - Masks should be encouraged
  - We may need to limit numbers inside and have a queuing system if necessary
  - O&A groups should take names at the meeting with groups being allocated at a later date
- Italian. Peter had referred members to the Duolingo app. There was a discussion whether the new Italian group should be under the auspices of Crawley u3a or remain with Reigate. There was also a discussion about whether the Reigate members should be associate members of our u3a.
- No Committee nominations had been received. Phil was meeting with a prospective Treasurer on Saturday
- AGM. The accounts may not be ready in time for the 3 week deadline (22<sup>nd</sup> October). Only 2 reports for the Annual Report had been received. Alan would produce the paperwork which would be emailed to members with a postal mailing for those not on email.
- Several social prescribing enquiries had been received. It was suggested that they should be sent details of how to join our u3a with a membership form.
- Ann asked for any items to go in a mailing with membership cards. Maggie may want to send details of the Seasonal Outing. Alan would send the Nominations paperwork to Ann for inclusion
- Alan asked for agenda items for Tuesday's meeting.
- We may need to change the date of the October Committee meeting

#### **Thursday 7<sup>th</sup> October**

- Alan hoped to send the Draft Annual report to the Committee by Saturday with the aim to circulate it to members next week. Only 2 nominations had been received. In previous years we have had bulk nominations at the AGM.
- October monthly meeting. We may need to restrict numbers entering the hall. Fortunately the forecast was good. Set up is from 1.30pm. Bring your own refreshments.
- Group fees should also be made out to Crawley u3a Membership Account. Phil had a stamp with Membership Account on it to add to incomplete cheques. Phil is going to check the Bank file to check what information is held.

- Table Tennis had 23 attendees today. Hopefully most groups are showing good attendance numbers.
- AGM. The accounts could be agreed by the Committee by email if necessary. Phil would start the process to get Graham Friday (new Treasurer) on the mandate in advance of the AGM, but not as a signatory until he is voted on. He does not need to be on the Committee
- The next meeting is on 19<sup>th</sup> October at 4pm at St Paul's. Jan and Alan sent their apologies.

#### Thursday 4<sup>th</sup> November

- **Short Mat Bowls.** A member had obtained 4 sets of bowls for £120 but had no receipt. The bowls could be the evidence with a statement from the purchaser. The first session would be on Monday 8<sup>th</sup> November. Attendees had been advised to bring £1.50. Phil would pop in to discuss fees.
- **Table tennis.** Trevor had been offered 2 more tables and may consider a second group at a different venue. The session had not been hampered by the position of the Bowls trolley.
- **Treasurer.** It was agreed to appoint Valerie Graham as Deputy Treasurer to work with Graham Friday. Phil would meet with them after the AGM. Quickbooks are withdrawing their desktop package in Jan 2023. However existing packages will continue to work. Graham will use his personal laptop. It was agreed to buy a laptop for Valerie to use. Phil would investigate
- **AGM.** The Agenda had been issued and appropriate nominations had been received. Peter would email the Friary to request rows of chairs. We need 60 members for a quorum otherwise a further meeting will be required. A member is apparently keen to raise an issue about payment of fees.
- **Membership** Some members of Peter's group are showing red as not renewed. It could be a payment issue. Ann would liaise with Peter to check.
- **National u3a day.** This is planned for 21 September (or on a day between 18 and 26 September). This could be linked to our September Open Meeting.
- **Christmas party.** A festive speaker had been booked. Entry to the party will be by ticket booked through Eventbrite or for those without email by signing up at the AGM or by phone via Group leaders.
- **Relaxed seniors.** A small group of members who rarely attend but still want to be part of the u3a. They could be included under the discretionary free membership arrangements. If numbers rise above 10 the Committee will need to be consulted.
- **Team roles.** It was suggested that we promote groups of people to undertake roles rather than individuals. This had been suggested in the past but most of our attempts to "advertise" roles have failed with recruits coming through word of mouth. A meeting of potential group team members could be arranged in the New Year.
- **Groups.** Music Appreciation is closing as there are few members and the leader is moving away. A second Quiz group is starting next week and a Family History Group will start in January. O&A 2 and 5 do not have leaders but have members willing to share the organisation. A potential new member has both teaching and language capabilities so may be persuaded to start an Italian group.
- **Zoom.** If no Communications Officer is elected, Jan would continue as Zoom Coordinator
- **New Members Meeting.** There would be an emphasis on the need for all members to work together to keep the organisation running.