

Minutes of Culm Valley U3A Steering Committee (SC)
held via video conference on 16 April 2020 at 3pm
due to Covid 19 National Lockdown

Present: Sue Hooper-Lawrie (SHL), Vicki Woodward (VW), Marian Luck (ML),
Susan Greenhough (SG), Gill Sole (GS), Richard Taylor (RT), Carol
Mitchell (CM), Catherine Boyack (CB)
Apologies: Kevin Woodward (KW)
Minutes: Catherine Boyack

- | | <u>Action</u> |
|--|---------------|
| 1. Minutes of Meeting 19 March 2020 | |
| Accepted as a true account of the meeting. | |
| 2. Matters Arising and Ongoing Actions | |
| a. All to seek person to take over Publicity | All |
| b. Committee to each send local photos to both SHL and ML | All |
| c. Reserves Policy – see Financial Report below | |
| d. Part-year and full year membership fee – see Membership Fee below | |
| e. U3A National Day - Details/photos of group activities, photo of Committee, A4 posters and organisation of the catering – on hold. | |
| f. RT to send member lists for his 2 groups to VW | RT |
| g. U3A Day raffle prizes to be pledged/given to SHL. | All |
| h. Arranging informal coffee session (VW) – on hold | VW |
| i. CB signed the paper copy of the Feb minutes | |
| j. VW to provide SHL with boxes for Terracycle – on hold | VW |
| k. Completion of Annual Return – see Financial Report below | |
| l. Anomalies between membership list and groups are resolved | |
| m. VW sent membership forms to SG but has more to send now | VW |
| n. VW to arrange meeting for organisers – on hold | VW |
| o. GS to seek additional organisers for “Behind the Scenes” – on hold | GS |
| p. CM has cancelled speakers for April & May and has contacted all other scheduled speakers | |
| q. SHL is working on a speaker feedback form on Survey Monkey | SHL |
| r. ML has extended period before members are flagged as lapsed in Beacon | |
| s. SHL to mention in “update” that tickets sold for National Day in June will be valid for rearranged date | SHL |
| t. Expenses claim form sent to all | |
| u. Membership Secretary mobile phone – see below | |
| v. ML set up online April meeting on Zoom | |

3. **Chair's Report**
No discussion needed.
4. **Financial Report**
The meeting agreed on a general reserve of £2.5K.
GS has completed the Annual Return and will add the phone number (provided by Sue G) for membership enquiries (07841 349810). Annual subscription of £3.50 pp based on max. number of full members in last year (124) to be paid by 30 April. SHL agreed that GS should pay this by bank transfer but notify KW first.

	GS
	GS
5. **Membership Report**
No discussion needed.
6. **Interest Groups Report**
No discussion needed.
7. **Speakers Report**
No discussion needed.
8. **Publicity Report**
Nothing to report – still seeking someone to take this on.
9. **Website and Beacon Reports**
ML noted that the Beacon upgrade has been delayed until September.
10. **Membership fee**
SHL has been in contact with Jill Nichols and Frances Berry regarding possible extension of membership period – feedback is that other U3A groups are unlikely to do this as they feel they are providing a better service. National Office are going to issue guidance.
Committee members should pay their membership fee if they haven't done so.

	All
GS questioned whether we are currently providing value to the members. It was agreed that the SC members should between them phone all other members to ask how they are and whether there is anything they want us to do. SG will divide up the membership list between the SC members and send them their names and phone numbers.	All SG
11. **National U3A Day Planning**
Nothing additional to report – on hold.
12. **Membership Secretary – mobile phone**
SG is utilising an old phone and has purchased a sim card and £10 credit.

- 13. New U3A Discussion Forums**
SHL has forwarded information about these to members. ML noted that the Beacon Forum is useful for Beacon Team members.
- 14. Raising the Profile Development Plan**
GS noted that this summarises work of National Office on membership – National U3A Day, new logo and rebranding have come out of it. Will be focus groups on how to project a livelier, more diverse image and attract more members under 75.
- 15. Covid 19 Update**
SHL noted that the lockdown has been extended for a further 3 weeks and that restrictions are likely to last longer for over 60s. Hall bookings and speakers should now be cancelled up to and including July. SHL/CM
- 16. May Meeting Agenda**
No items to be added.
- 17. Any Other Business**
GS asked whether the SC wished to submit any resolutions for the Third Age Trust AGM in August.
GS also asked whether SC members have signed up for the National Newsletter for free and whether members not on email should be encouraged to subscribe to TAM (Third Age Matters). SHL will include the link for signing up to the newsletter in the next Update. SHL
- 18. Date of Next Meeting**
3pm on 21 May 2020 via video link.
- 19.** The meeting closed at 16.20.