

Minutes of Culm Valley U3A Steering Committee (SC)
held via video conference on 21 August 2020 at 3pm
due to Covid 19 National Lockdown

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

- | | <u>Action</u> |
|--|---------------|
| - Chair's Thanks
SHL formally welcomed the attendees to the last meeting of CVU3ASC and suggested that there should be an informal meeting (to include Peter Morris and Sue Tremeer) to mark the U3A's first year. It was agreed that this should be on Friday 4 September at "The Weary Traveller", RT to organise. | RT |
| 1. Minutes of Meeting 17 July 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. RT to send member lists for his 2 groups to VW | RT |
| d. GS/SG checked that people nominating and nominated are members | |
| e. SG updated SHL on 1 Aug to confirm that only 1 "not online" member has renewed | |
| f. ML is not able to determine how many people are looking at "Update" on the website | |
| g. SHL is now attaching "Update" as well as sending a link | |
| h. CM/GS's search for zoom speakers – see below | |
| i. GS has circulated key points on zoom AGMs | |
| j. CB added requested items to the agenda | |
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Actions on hold: | |
| 1. U3A National Day - Details/photos of group activities, photo of Committee, A4 posters and organisation of the catering | |
| 2. U3A Day raffle prizes to be pledged/given to SHL | |
| 3. Arranging informal coffee session (VW) | |
| 4. VW to provide SHL with boxes for Terracycle | |
| 5. VW to arrange meeting for organisers and will attend groups in rotation | |
| 6. GS to seek additional organisers for "Behind the Scenes" | |
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3. Chair's Report | |

No comments on the report provided.

4. Financial Report

No comments on the reports provided.

5. Membership Report

Membership is now 85. 3 people had overpaid – 2 of these have been refunded by KW, GS will contact the other person to obtain bank details for a refund. CM asked whether there will be any carry over of fees when meetings resume and SHL noted that this should be on the agenda for the 1st meeting of the new EC to decide.

GS

6. Interest Groups Report

Nothing to report.

7. Speakers Report

CM/GS have not been able to get any help on zoom speakers from Nat Office or local U3As but have 4 possible zoom presentations. If CM can check their availability SHL will book “Fool’s Gold” for 1 Oct and Robert Hesketh for a Devon/Xmas photo quiz on 3 Dec.

CM/SHL

SHL will also liaise with CM about information on future speakers.

SHL

8. Publicity Report

Nothing to report – still seeking someone to take this on.

9. Website and Beacon Reports

ML reported that there is more delay to the Beacon upgrade.

10. Feedback on search for zoom Speakers

Covered under “Speakers Report” above.

11/12. Trial AGM/Arrangements for the AGM

Apart from the SC members, 13 people have asked to participate in the zoom AGM. GS noted that there are a number of tutorials available on managing zoom meetings and felt that SHL and ML would find these helpful. Attendees will need to be muted when they join the session to ensure there is no background noise and there will need to be a way of handling questions (e.g. questions could be submitted via chat). SHL and ML will manage the questions and muting/unmuting of attendees.

SHL will e-mail the agenda and financial statement to attendees on 26 Aug.

SHL

May need to pay for zoom if we are using it for monthly meetings to avoid sessions ending prematurely.

- 13. Approval of Accounts for AGM**
The accounts were approved, subject to “USA National Day” being changed to “U3A National Day” – KW to amend before distribution. KW
- 14. Covid 19 Update**
Nothing to report.
- 15. September SC/EC Meeting Agenda**
The SC meeting scheduled for 18 Sep will now be the first EC meeting. CB will not be available to take minutes.
- 16. Any Other Business:**
SHL noted that there has to be a named vice-chair on the EC even if he/she doesn't attend meetings. She requested assistance to identify a vice-chair. ALL
- 17. Date of Next Meeting**
3pm on Friday 18 September 2020 via Zoom
- 18.** The meeting closed at 16:15