

Minutes of Culm Valley U3A Steering Committee (SC)
held via video conference on 21 May 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), Carol Mitchell (CM),
Catherine Boyack (CB)
Apologies: Kevin Woodward (KW), Richard Taylor (RT)
Minutes: Catherine Boyack

		Action
1.	<p>Minutes of Meeting 16 April 2020 Accepted as a true account of the meeting. ML to put March and April minutes on the website.</p>	ML
2.	<p>Matters Arising and Ongoing Actions a. All to seek person to take over Publicity b. Committee to each send local photos to both SHL and ML c. RT to send member lists for his 2 groups to VW. d. VW has sent all membership forms to SG e. Speaker feedback survey completed f. SHL has mentioned in a member communication that tickets sold for National Day in June will be valid for rearranged date g. GS added the membership enquiries phone number to the Annual Return and notified KW that she was paying the subscription by bank transfer h. CM membership fee still outstanding i. Phone calls – see “Feedback from Members” below j. Hall bookings and speakers cancelled up to end July k. SHL has circulated the link for signing up to the national newsletter</p> <p>Actions on hold: 1. U3A National Day - Details/photos of group activities, photo of Committee, A4 posters and organisation of the catering – on hold 2. U3A Day raffle prizes to be pledged/given to SHL 3. Arranging informal coffee session (VW) – on hold 4. VW to provide SHL with boxes for Terracycle – on hold 5. VW to arrange meeting for organisers – on hold 6. GS to seek additional organisers for “Behind the Scenes” – on hold</p>	All All RT CM
3.	<p>Chair’s Report There was support for SHL’s proposal that the first meeting back should not have a speaker but be a social, with tea and cake and preparation for the election of the Exec Cttee. Also support for VW’s proposal to discuss what groups there should be and their</p>	

	leadership.	
4.	Financial Report No discussion needed.	
5.	Membership Report Membership is significantly down (53) due to the suspension of activity. See further comments under “Appointment of Executive Committee” below.	
6.	Interest Groups Report The organiser of the National Trust Group has resigned and there is a possibility of this group and the gardening group being merged as they have members in common. Group could be expanded to cover other places of interest. When group activity resumes VW will attend groups in rotation to see how they are going. VW has contacted the members of her groups but had little response. In RT’s absence GS reported that he has done a lot of work on the Walronds petanque pitch and feels that the petanque group could operate there with social distancing. National Office have stated that there should be no group activity so if RT wishes to go ahead with petanque as a U3A activity he must ask SHL and she will ask National Office for a response.	VW
7.	Speakers Report No discussion needed.	
8.	Publicity Report Nothing to report – still seeking someone to take this on.	
9.	Website and Beacon Reports No discussion needed.	
10.	Feedback from Members SHL has written a report on the speaker meeting survey and will send to the SC. There were 26 responses online and 4 paper ones. SHL noted that even though the 8 members without email had been sent a s.a.e. only 4 had replied. Suggestions included introducing new members to existing members at the meetings, having a board up at every meeting for ideas for groups and more interaction with the audience. CM proposed that that there should be a paper at the back of the hall for adding ideas for speakers and forms for feedback on the day’s speaker. GS noted that the speaker feedback process shouldn’t be obvious to the speaker. Phone calls to members had been completed, apart from one whose phone number is incorrect – SG will check this number. ML thanked the SC members for taking over her list. Members	SG

	appreciated the phone calls and there were no issues needing to be followed up. SHL will mention the phone calls in her next communication.	SHL
11.	<p>Appointment of Executive Committee SHL noted that the AGM and election of officers must be held within 15 months of launch. Only paid up members can vote and there should be a cut-off date by which membership must be paid to be eligible to vote. AGM and election may have to be held virtually. GS expressed concern that this U3A is too young to have membership loyal enough to participate in a virtual AGM and suggested a plea to members to sign up now if they wanted Culm Valley U3A to survive. SHL has started – and will continue - momentum towards AGM in her regular communications. SHL has drafted a nomination form and will circulate to the SC for comment. GS thanked SHL for all her hard work – particularly on communications - and other SC members for their contributions. CM will not be standing as Speaker Secretary but will continue helping with refreshments and participating in groups.</p>	SHL
12.	<p>Covid 19 Update CM will cancel August, September and October speakers. SHL will include information from National Office statement on what can/can't be done in her next member communication. ML will update the National Office guidance in the "Latest News" part of the website.</p>	CM
13.	<p>June Meeting Agenda No items to be added.</p>	
14.	<p>Any Other Business ML reported that the website page hits are low.</p>	
15.	<p>Date of Next Meeting 3pm on Friday 19 June 2020 via video link – date changed as requested by KW.</p>	
16.	The meeting closed at 16.25.	