

Minutes of Culm Valley U3A Steering Committee (SC)  
held via video conference on 17 July 2020 at 3pm  
due to Covid 19 National Lockdown

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Present: Sue Hooper-Lawrie (SHL), Vicki Woodward (VW), Marian Luck (ML),  
Gill Sole (GS), Carol Mitchell (CM), Kevin Woodward (KW), Richard  
Taylor (RT), Catherine Boyack (CB)  
Apologies: Susan Greenhough (SG)  
Minutes: Catherine Boyack (until 4pm), Sue Hooper-Lawrie (after 4pm)

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- |  | <u>Action</u> |
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| <b>1. Minutes of Meeting 19 June 2020</b><br>Accepted as a true account of the meeting.  |               |
| <b>2. Matters Arising and Ongoing Actions</b>  |               |
| 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. KW confirmed that we have only paid for 6 hall rentals  |               |
| e. ML extended membership renewal date to 1 Aug on Beacon  |               |
| f. CM has postponed January speaker  |               |
| g. GS/SG to check that people nominating and nominated are members   | GS/SG         |
| h. SG to update SHL on 1 Aug to confirm which of the 7 "not online" members have renewed   | SG            |
| i. ML is recording this SC meeting as a trial  |               |
| j. CB added booking of speakers to the agenda  |               |
| 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"  |               |
| <b>3. Chair's Report</b><br>SHL reported that Exe Valley U3A will not be holding a "zoom" AGM as some members do not use electronic communication. |               |
| <b>4. Financial Report</b><br>The bank balance is £1920 and our U3A is not spending any money.   |               |

- 5. Membership Report**  
 Membership is now 69, with renewals still coming through. At least 4 of the “Behind the Scenes” group are not renewing.
- 6. Interest Groups Report**  
 VW expressed concern that very few Group Organisers have renewed their membership. Members may be reluctant to click the link to read “Update”: ML will check if she can see how many look at it and SHL will attach it as a file as well as sending link in future.  
 Group Organisers must send a risk assessment to VW before holding a meeting and check that attendees are members.

ML  
SHL
- 7. Speakers Report**  
 CM has received an offer of a “zoom” speaker, who would expect a donation. KW noted that charities cannot donate to other charities so would have to find some way around this. There is no charge for the Energy Recovery Facility Virtual Tour.
- 8. Publicity Report**  
 Nothing to report – still seeking someone to take this on.
- 9. Website and Beacon Reports**  
 Nothing to report.
- 10. Booking of Speakers**  
 CM and GS will look into finding speakers who can present on zoom and ask other U3As who have done this how payment was handled. KW suggested that having other U3A members as speakers would get round this.

CM/GS
- 11. Exeter Energy Recovery Facility – Virtual Tour and Talk**  
 This has been arranged for 10am on Monday 17 August. 10 people have expressed interest in attending.
- 12. Arrangements for the AGM**  
 The letter announcing the date and nomination arrangements has been sent and 1 person has expressed interest in attending. Agenda needs to be sent out at least 7 days before AGM. Voting to accept the constitution, to approve the accounts and on any other proposals can be by show of hands.  
 GS attended a U3A AGM briefing session (on zoom) with 176 others and it was recommended to hold a practice AGM to see what the issues might be. Should consider what will happen if key SC members don’t attend. Must tell members that a recording is being made, what it will be used for and how long it will be kept. GS will circulate key points from the session.

GS

- 13. Covid 19 Update**  
SHL will continue to update the SC and members on changes in National Office advice.
- 14. August SC Meeting Agenda**  
Items to be added: Trial AGM, Feedback on search for zoom speakers CB
- 15. Any Other Business:**  
**Devon Link Meeting** (Via Zoom) attended by GS and SHL. Exmouth U3A are very active on Zoom using it for monthly meetings and a number of Interest Groups use it for their meetings.  
Seem pleased to have us onboard and very interested in our Executive Committee/Management Team development.  
CVU3A will still host the inter U3A Quiz, once lockdown is over. Probably looking at Spring 2021.  
Honiton purchased 7 sashes from an Exmouth company for their use at U3A Day and forwarded details of this company (Total Tee) should others want to source from them. Cost of ordering small quantity was high, might be worth contacting other SW Region U3As to bulk order for 2021 event.
- 16. Date of Next Meeting**  
3pm on Friday 21 August 2020 via Zoom
- 17.** The meeting closed at 16:20