

Minutes of Culm Valley U3A Steering Committee (SC)
held via video conference on 19 June 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), Kevin
Woodward (KW), Richard Taylor (RT), Catherine Boyack (CB)
Apologies: None
Minutes: Catherine Boyack

- | | <u>Action</u> |
|---|---------------|
| 1. Minutes of Meeting 21 May 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. CM has paid her membership fee | |
| e. SG will check the number for the outstanding member phone call | SG |
| f. SHL mentioned the phone calls in her next communication | |
| g. SHL circulated the nomination form to the SC for comment | |
| h. CM has cancelled August, September and October speakers | |
| 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" | |
| 3. Chair's Report
SHL had sought advice on when the existing trustees retire at the AGM. Correct procedure is for GS to announce the result of the vote, SHL then confirms the members of the Exec Cttee and that they take over from the trustees immediately. GS is required to notify changes of trustees and Exec Cttee to National Office but will delay reporting that 2 trustees have stood down until after the AGM unless it can be done online. | |
| 4. Financial Report
KW will contact the WVH rep. to check that we have not overpaid hall fees (7 payments but only 6 meetings held). | KW |

- 5. Membership Report**
 Membership is now 66, with 79 outstanding renewals. If forms are submitted by post they should be sent to KW so he can bank cheques and copy the forms to SG. ML will extend the membership renewal date to 1 August on Beacon. The nomination paperwork will be sent out to those not on email on 1 July.

ML
- 6. Interest Groups Report**
 GS confirmed that there is no money owing to members for cancelled "Behind the Scenes" trips, but that she has paid £50 deposit for a trip that has been postponed.
- 7. Speakers Report**
 The only remaining speaker bookings are for November and possibly January. CM will contact January speaker to postpone as there will be no meeting that month. CM can provide notes and ideas for potential speakers to her successor.

CM
- 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 further delayed and suggested that KW starts using the current system.
- 10. Roles and Responsibilities**
 These have been agreed and SHL will post them on the website.
- 11. Arrangements for the AGM and Election of Officers**
 SHL has circulated a "Summary of Dates and Actions" document and GS has corrected some of the dates. CM's suggestion of posting a video message on the website encouraging members to vote is a good idea for the future but there are very few people visiting the website at present.
 GS will need to check that people nominating and nominated are members – GS and SG to organise.
 Voting will be online using Survey Monkey and only members will receive the survey link. Members not online (7) will receive paper ballots. SG will update SHL on 1 Aug to confirm which of the 7 have renewed.
 SHL is working on the AGM agenda and members will have the opportunity to add agenda items. There will be a Chair's Report and KW will be expected to provide an income and expenditure statement up to the end of March – this could be put on the website in lieu of being handed out at the meeting, together with the election result. Post-meeting Note: Agenda will also include formal adoption of the Culm Valley U3A Constitution.

GS/SG

SG

AGM will be by Zoom and will be recorded. ML to trial the recording process at next SC meeting.

ML

12. Covid 19 Update

SHL will update the SC if National Office changes its advice.

13. July Meeting Agenda

Item to be added: booking of speakers.

CB

14. Any Other Business

U3A National Day has been abandoned for 2020 and will be in June 2021.

15. Date of Next Meeting

3pm on Friday 17 July 2020 via Zoom.

16. The meeting closed at 16.00