

Minutes of Culm Valley U3A Steering Committee (SC)  
held via video conference on 19 March 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), Sue Tremeer (ST), Catherine Boyack (CB)  
Apologies: Kevin Woodward (KW), Carol Mitchell (CM)  
Minutes: Catherine Boyack

	<u>Action</u>
<b>1. Minutes of Meeting 20 February 2020</b>	
Accepted as a true account of the meeting. Agreed that CB would sign the paper copy.	CB
<b>2. Matters Arising and Ongoing Actions</b>	
a. All to seek person to take over Publicity	All
b. Committee to each send local photo to both SHL and ML	All
c. Table cover – VW has asked for the fabric to be returned to her to progress.	
d. Reserves Policy – waiting on decision on level of reserves.	KW
e. Membership Form – final version is on website and copies were taken to March meeting.	
f. Part-year membership fee – SHL to ask Jill Nichols for guidance.	SHL
g. VW can now view membership list on Beacon.	
h. ML has made the change from Group Convenors to Organisers on the website.	
i. U3A National Day - Details/photos of group activities, photo of Committee, A4 posters and organisation of the catering – on hold.	
j. Group Organisers to “weed out” members not attending groups and give permission for other Organisers to see their contact details.	VW
k. U3A Day raffle prizes to be pledged/given to SHL.	All
l. Mobile phone for Membership Secretary – see below.	
m. Arranging informal coffee session (VW) – on hold.	
<b>3. Chair’s Report</b>	
Sue Tremeer has decided to step down from the committee with immediate effect. SHL and the committee thanked Sue for all her hard work as one of the original members. SHL also thanked Sue Greenhough, who has agreed to take over as Membership Secretary.	
VW has some boxes that could be used for Terracycle collections. SHL to let VW know when they are required.	SHL

- 4. Financial Report**  
 GS has received paperwork for the Annual Return: she can complete it but it needs to be signed by 30 April. We are asked to supply National Office with a phone number – to be published - for membership enquiries. GS
- 5. Membership Report**  
 Some anomalies with groups and membership list – 1 person used a different name and 4/5 attending groups but not on list. VW will ask Organisers to check. GS will contact 4 people in her groups to check. SG noted that list on Beacon is up-to-date. VW has 3 forms that she will send to SG. VW/GS  
VW
- 6. Interest Groups Report**  
 VW will arrange a meeting for Organisers. Will not be a waiting list for groups that are full – the extra people should start a new group. GS noted that “Behind the Scenes” is a large and popular group, currently arranging 6 visits a year. Will seek two members to organise additional visits. Formation of additional or new groups should be “organic” i.e. those interested in “French for beginners” should set up the group themselves. VW  
GS
- 7. Speakers Report**  
 Agreed that the speaker and hall bookings should be reviewed every 2 months and then cancelled 2 months at a time rather than cancelling out to October now. SHL has cancelled the hall for April and May. GS will contact CM to confirm this and to discuss sending a “keep in touch” communication to the booked speakers. GS
- 8. Publicity Report**  
 Nothing to report – still seeking someone to take this on.
- 9. Website and Beacon Reports**  
 Page visits in March are down on previous months, possibly due to current suspension of activities. ML confirmed that she could add a link on the website for providing speaker feedback every month. SHL agreed to create a feedback form using Survey Monkey. SHL
- 10. Membership fee**  
 Agreed that a decision on the part-year fee or an extension to the validity of fees already paid should be postponed until activities resume. RT noted that we need to pay the capitation of £3.50 per member on 1 April and GS needs to include maximum membership during the year on the return. The £3.50 doesn't include subscription to TAM (Third Age Matters). Membership renewals are expected to be low as there are no meetings. SHL will ask other U3As whether they are reducing SHL

- annual fee or extending validity period. VW to ask KW for his opinion. ML will extend period before members are flagged as lapsed in Beacon. VW  
ML
- 11. Use of Willand Village Hall's front door**  
SHL noted that the change to using the front entrance was very positive. To avoid the speaker being interrupted by the doorbell the front door must be locked at 2pm, with a notice put up for latecomers to use the side door.
- 12. National U3A Day Planning**  
New date is 1 October and previous publicity has been withdrawn. About 25 tickets sold for 4 June and these will now be valid for the date in October when CVU3A will hold its National Day event. SHL will mention this in next "Update".  
Have a list of who bought tickets and they should be specifically contacted nearer the time to explain that tickets are valid for new date unless they can't attend. Proceeds of raffle will pay any shortfall in costs of the tea, with excess going to charity and/or reserves. Members to be asked to suggest a charity. SHL
- 13. Covid 19 Update**  
SHL sent an email to all announcing the suspension of all activities, a second about options for online communication and offering help and will email all every two weeks. SG rang the 8 people with no internet and SHL will send future comms to the 8 by post. SHL will send U3A expenses claim form to the committee. SHL  
National Office are creating a Facebook page featuring things to do - suggestions to SHL.  
ML agreed to update the Covid 19 virus link on the website to reflect the latest information from National Office provided by GS. ML
- 14. April Meeting Agenda**  
No items to be added.
- 15. Membership Secretary – mobile phone**  
SG has an old mobile that could be used for this with a new sim card. SG will look into setting up an account and email address. SG
- 16. Any Other Business**  
ML will investigate options for next online meeting. ML  
GS told the committee to expect email regarding completion of the Annual Return. It has to include name, email and phone for key posts - no phone number needed for other posts – and contact details for membership enquiries. SHL agreed to be accessibility contact.

- 17. Date of Next Meeting**  
3pm on 16 April 2020 via video link.
- 18.** The meeting closed at 17.00.