

Downham Market & District u3a Committee Meeting (Zoom)

Tuesday 4 May 2021 11.00.

1.Those present: JC; CH; CC; MP; LL; TS; RM; FG; FB.

Apologies: -

2. Matters arising from April's Committee Meeting & AGM: there were no immediate concerns. **CH will forward signed copies of previous committee meeting minutes and those of 2021's AGM to Steve Nunn for inclusion on the website. She will also summarise these for Ken Baker for insertion in the bulletin and assemble the items for the monthly meeting agendas.**

Committee members are now in post as follows:

Chair: John Cowin

Vice Chair & New Members' Support: Linden Leeke

Treasurer: Ruth Mountain

Membership Secretary: Tim Stamp

Speaker Organiser: Fay Greaves

Business Secretary: Fiona Bembridge

Groups Coordinator: Carroll Cowin

Meet & Greet: Maggie Podmore

Minuting & Agenda Secretary: Caroline Hansford

3. Reports:

a) JC confirmed the transfer of our u3a's assets (including a laptop, camera, projector, lanyards, old files etc) to JC, the pop up being the only absence currently. FG will take possession of the u3a laptop for use by speakers and the Town Hall has its own screen, though some technical issues with audio matters remain unresolved. **JC will approach BG re the Town Hall locker and other resources.** JC had also attended an online WAFF meeting which he, as a new chairman, had found very instructive & informative, it having been reassuring to discover that other groups had problems finding new committee members too! He also learnt that some local groups intend to start up soon. While some groups are using computerised membership cards, this wasn't deemed to be urgent in our case. TS added that this would need a high level of technical expertise. Members were also informed that their Beacon details were now updated. Committee Post email address are being allocated to the relevant post holders.

b) LL had nothing to report.

c) RM confirmed that Judith Baker will continue to post bulletins to those members not online. **JC said he would thank her for that continuation in service.** RM collected the personal details of new members necessary for the Charity Commission's records and will, in due course, alter the authorised signatories on the CAF bank account to include JC & TS. She continues to investigate whether cheaper banking methods can be found, maybe with Barclays, including the possibility of a debit card. **TS stated he will send the Gift Aid spreadsheet to RM for review,** it being a work in progress. RM confirmed we are financially sound.

d) CH outlined her minuting method.

e) TS confirmed we have 226 members, 3 associate and 1 reciprocal members. 33 members are not online. The deadline for lapsed members is end June 2021. There have only been approximately 130 subscription renewals to date, for reasons unknown. Some had been carried forward, having paid last year when subscription was suspended. For the 9 members who have paid twice, methods of

reimbursing them will be investigated and **RM will organise this**. TS outlined the Beacon system for new members, with further information being available from him. There is unlikely to be an upgrade in the near future. TS will continue as administrator, and proposed we accept GT's kind offer to stay on as back up. CH seconded this and the motion was carried. TS also suggested that at some future stage, we discuss how to manage assorted passwords securely, including those to be passed on by GT. TS also drew attention to the Trustees' 'Manual: this needs to be duplicated and distributed to those committee members without a copy. He also drew attention to policy documents needing reviewing and updating. **JC committed to check the situation, having noticed our website would also benefit from a review. He will liaise with CH, TS and interested others on this issue.**

f) FG confirmed the booking of Zoom speakers for May, June, July and expressed the hope that we would be back in the Town Hall for September's meeting. JC pointed out the possibility that this might clash with their vaccination programme but in the meantime, he will send out Zoom invitations on the previous Friday, with a reminder on the Sunday. BG has made a provisional booking for September already. FG pointed out that our Refreshers' Fair would be a good way to kick off our fresh Town Hall start, with the expectation that October's (with possible licensing problems) and November's meetings could be held there. Our December Christmas meeting would be best done 'in house', with assorted groups asked to provide entertainment, a quiz etc. **FG to pass on our plans to Ken Baker for inclusion in the bulletin & will also ask speakers if they allow Zoom attendees from other groups, passing feedback to JC, in due course, who will extend any invitations to other WAFF members.**

g) MP lamented the lack of opportunity to meet and greet anyone!

5. Appointments to various committee posts: JC and others outlined the various vacant roles and confirmed previous role holders' willingness to give support, information, to newcomers. TS directed new postholders to the u3a website as well.

6. Outstanding u3a business: JC proposed that the committee does not amend the constitution as suggested, given the unlikelihood of it being needed again and the weight of other issues to be addressed. This was seconded by FG and carried.

7. Regional u3a Day: this has been proposed by WAFF for local groups on 4 September. The problems associated with trying to organise this in the present difficult circumstances were discussed. The possibility of combining this with our Refreshers' Fair on 13 September was raised, depending on bookings, access, facilities available. FG added that group leaders would need warning soon, if they were expected to contribute. **CC suggested it be mentioned in the bulletin and would email group leaders.**

8. Promotional literature: JC proposed we buy 1000 copies of promotional leaflets he was offered, to be handed out at new members' meetings and put in local venues. Seconded by FG and carried.

9. Monthly meetings: resumption of these but in a new venue was discussed. Various options, including ones with no political affiliation, were raised; a decision to be made at the next meeting.

10. Reciprocal member category: in view of the increase in administration issues this raises and the fact that associate membership is easier to maintain, of more benefit to our u3a, JC offered to take this issue to the next WAFF meeting, reporting back in due course.

11. AOB: TS urged committee members to use Beacon and will be available to deal with problems. **JC will send out information on the next Zoom talk on Sunday.** CH reported that despite the insertion in the bulletin, she's had no feedback on why attendance at Zoom talks was so low.

12. The meeting ended at 1.10pm. Next meeting: Monday 7 June at 11am – Zoom.

Signed:.....Chair

Date:.....