

**Minutes of Executive Meeting held online on
Monday 06 April 2020 at 11.00 am using Zoom video conferencing.**

		<u>Actions</u>
	<p>ONLINE: Liz Day (LD, Chair), David Beamish (DB), Helen Graham (HG); Joy Harris (JH), Neil Abrahams (NA - Minutes), Roman Bednarz (RB), Rona Black (RoB), Verity Mosenthal (VM)</p> <p>NOT PRESENT: Susan Elias (Apologies), Sandra Tait.</p>	
1	<p>ZOOM: Discussion on requests from 2 conveners for Zoom Pro-plan (£14.39 per month). Agreed that we would discourage this as most groups using Zoom were able to log on again after 40 minutes without a problem. There would need to be a justifiable reason for allowing this. Skype was also an alternative to be considered.</p>	
2	<p>CONVENERS 'MEETING': 16 Conveners had responded to the questions about Zoom meetings. It was decided to postpone the 'Meeting' planned for 14th April at 3.00 pm, but to use the slot for a dummy run to see whether there were any problems to sort out and help any conveners with difficulties using it. It was then intended to have a 'Conveners' Meeting' on Monday 20th April at 3pm. The purpose of the meeting would be to share ideas and experiences on how groups had coped with the lockdown, and to thank the conveners for their efforts.</p>	
3	<p>OPEN 'MEETING': Bernie Victor had offered to give a Zoom talk for an Open Meeting. It was agreed to do a trial run for the committee + selected others, to see how it might work. RB to prepare a 'dummy presentation' including music and slides. <i>(RB and NA will be setting this up for Sunday 12th April at 11am)</i> <i>(Bernie has since reconsidered his offer and may not be doing it. Any suggestions for an alternative?)</i></p>	
4	<p>QUIZ: DB and NA had been experimenting with SurveyMonkey and a PDF Format. It is hoped to produce a quiz for members, possibly on a regular basis.</p>	
5	<p>COMMUNICATION: RoB's list of useful website links was now on our website. This would be continually updated and a single link to it communicated to members.</p>	
6	<p>LONDON REGION: Delegates Zoom meeting 24 April 2.00 - 3.00pm. Co-ordinators Zoom meeting in the morning - details tba.</p>	
7	<p>AOB: JH to give an update on Beacon at the next meeting.</p> <p>Video conference ended at 12.15 pm. The next Zoom meeting will be on Tuesday 21 April at 10am.</p>	