



## Minutes of Committee Meeting of Dunmow U3A

Wednesday 10<sup>th</sup> June 2020

Present: Jane Tadman (JT)	Chair
Terry Parker (TP)	Vice Chair & Membership Secretary
Colin Bradley (CB)	Treasurer
Maurice Pannell (MP)	Communications
Terry Cash (TC)	Outings Co-ordinator
Julie Aiken (JA)	Executive Secretary
Peter Watson (PW)	Web Administrator
Jenny Salisbury (JS)	Welfare Co-ordinator
Mike Best (MB)	Events Manager
Rosemary Jensen (RJ)	Groups Co-ordinator

### In Attendance

Lyn FitzGibbon (LF)	Minutes Secretary
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Apologies: Marilyn Hammond

Minutes of Meeting on 3<sup>rd</sup> June: these were circulated previously and agreed.

**Training:** JA, JT and TP attended Zoom training last Thursday, organised by TAT. Not what was expected, but the trainer advised that TAT is going to produce some guidance on running an AGM. Our licence for Zoom is for 1 host and up to 100 people. MP will look at the licence options.

**AGM:** JA said that if everyone is happy with the draft letter she will send it out tomorrow. At the AGM, the accounts, and 2 changes to the constitution must be voted on, along with new committee members and a ballot if nominations exceed vacancies. Members will be able to vote by email, and post and the option of voting on the website is being explored. These votes will need to be received and counted prior to the Zoom meeting. PW has set up a sample zoom poll, or it could be a google poll. It was suggested members should put in their membership number, in order to help keep an accurate record of votes. **The letter to members was agreed unanimously.** The papers will be sent to MH for her to post to those members not on email. Need to have a Zoom practice run of AGM and polling on Zoom.

**Treasurer's Report:** This has been circulated and read. **It was unanimously agreed that the level of support / subsidy to be provided for each group is to be agreed between the group leader, the group coordinator and the Treasurer.** This will be updated in the DU3A policy document.

**Beacon:** CB's report was reviewed in the context provided by the compliance officer, that the recommendation therein resulted in a slight risk of unrecoverable system failure at some future time. The associated consequences, both financial and in the commitment of resources, were understood. On the basis that the likelihood of such failure was low, vis considered unlikely to occur, the report was received, and the recommendation to accept the revised Terms and Conditions were approved. It was nevertheless agreed that a letter from the Chair recording the disquiet of the trustees should be prepared and forwarded to the Third Age Trust Chief Executive. **This was agreed unanimously. Action CB MP JT**

**Communications:** MP would like to move away from the current title of "Web Administrator" role. There is a need for a role to ensure the committee information is consistent. A role spec has been written and circulated for the role "Committee Information Administrator" who would be assisted (and covered for) from time to time by a volunteer from the web site working party. Other support roles are required to do a monthly consistency check, press releases, assist as required in group postings and to provide an archiving service. **MP** to check that JV is continuing with her role as press secretary. In order to populate the calendar, magazine etc, information needs to be regular. **This was agreed.**

There was some discussion about the frequency of sending information to members. Should the newsletter be monthly now as difficult to find content? TC said he is running out of ideas as every day is much the same in our lives now and has decided to stop his daily blog. **It was agreed that the newsletter would revert to monthly.** MB advised that the walking group is restarting on Monday 15<sup>th</sup> June, 20 people interested and he has arranged a number of different walks in groups of 6 max. RJ confirmed that information about groups is on website. Leaders' names are there with contact details. PW informed that if any leaders had anything to communicate it would be on the news page. TC said that many members will not search for items on the site. MB said he would email members to inform them that the walking group was starting.

**U3A Mailing:** JT will send out an email to all committee members and email about Special Coronavirus Guidance and Risk Assessment for Outdoor Activities and a Trustee Induction video. Individuals must do their own personal assessment.

**Welfare:** JS will set up a meeting of the working group to discuss welfare.

#### **Any Other Business:**

RJ told us that 3 people were interested in a new Music Appreciation Group. Golf 1 group has started. Zumba Gold wished to start outside behind the Silver Jubilee Hall in Takeley, but advised this is very weather dependent and not cost effective while only 6 can attend.

PW would like any photos of previous Fitch Trials for the website as this year's event is cancelled. **ALL**

MB is slowly cancelling events on the calendar...Countess of Warwick show and Dunmow Carnival have been cancelled. To put Christmas Party on...it may happen.

JT said that U3A Open Day has been postponed until 1<sup>st</sup> October and AB is aware.

JT thanked the committee.

Meeting closed at 11.30am