



Minutes of Committee Meeting of Dunmow U3A

Wednesday 17th June 2020

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

In Attendance

Marilyn Hammond (MH)	Newsletter Editor
Lyn FitzGibbon (LF)	Minutes Secretary

Apologies: Mike Best

Minutes of Meeting on 10th June: these were circulated previously and agreed, with two slight amendments relating to communications.

AGM:

The methods for voting at the AGM were discussed and it was agreed that google form, email or post would be used for voting prior to the AGM. Any votes at the actual Zoom meeting, will be via the Zoom poll facility. A practice session for the Committee to go through the structure of the Zoom meeting and the poll process will take place in advance of the AGM. There will be one host (chair) and up to 2 co- hosts. PW to be a co-host. The poll (which will comprise items to be voted on that are identical to those in the google/postal form) to be prepared prior to the commencement of the meeting. JA will advise committee members of all items to be voted on after 26th June, which is the deadline for submissions from members.

The number of votes received via post, email or google form will be counted in advance of the Zoom Meeting by the Executive Secretary (JA). This number will be added to the number of people in attendance at the Zoom meeting (who have not yet voted) to decide whether there is a quorum. This must be done at the beginning of the Zoom meeting. If the meeting is not quorate it will not continue and the AGM will be rescheduled.

CB to buy required additional licence. If the Zoom practice session takes place before the end of June the licence will be required for 2 months, if it takes place in July then one month will suffice.

Beacon: JT thanked CB and MP for preparing the letter she had sent to the CEO of Third Age Trust. The response asked if anything was worrying our trustees. CB suggests JT refer the CEO back to her original letter, which contains our concerns. JT to forward the reply to CB for him to peruse and liaise with MP to draft a response.

TAT is seeking volunteers to join its Beacon User Group. It was suggested that CB joins the group and CB confirmed that he would be willing to do this.

Membership Renewal and Payment service: TP has prepared a presentation which will be an Agenda item for the committee meeting next week.

Communications: The opening page of the website will be renamed "About us" and be a short, concise entry to the site. PW has prepared draft wording and will forward for comments. Details of the AGM will be put on by 2nd July, at the same time email and postal information goes out to members. New risk assessment guidance from TAT to be put on Groups page.

Welfare: JS has arranged a meeting of the working group to discuss welfare on Monday 22nd June at 4pm.

Any Other Business:

MH wished to express thanks to Joy Cash, who is now proofreading the Newsletter. This has been a great help.

JT has contacted Jenny Versey, Press Secretary, and she has decided to resign. This support role needs to be filled.

JT thanked the committee.

Meeting closed at 11.15 am