



Minutes of Committee Meeting of Dunmow U3A

Wednesday 1st July 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
Rosemary Jensen (RJ)	Groups Co-ordinator
Mike Best	Events Manager

In Attendance

Lyn FitzGibbon (LF)	Minutes Secretary
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Apologies: Jenny Salisbury

Minutes of Meeting on 24th June: these were circulated previously and agreed,

Matters Arising: Nil.

AGM:

- JA has circulated all the documents. Any changes to be sent to JA by Friday, and she will forward them to PW for the website that day.
- Documentation to be sent out on Friday too, and the papers for posting will include a pre-paid envelope.
- There will be a link to the voting form in the email, as well as availability on the website.
- Preparation for AGM Committee practice session on 15th July. CB will purchase the extra licence and JT will set up the meeting, which will be just the committee and support people. JT and JA have applied to attend a National U3A tutorial on Friday for running large groups and AGMs on Zoom. JT also wondered if it would be possible to have general meetings on Zoom, if speakers were able and if this AGM Zoom meeting was successful.

Accessibility Policy: JS is unable to attend today's meeting, and so this has been postponed to next week.

Arrangements and Preparations for Restarting of Groups: CB has circulated a 3 page document to the committee, which all have read. His recommendations are:

- Seek feedback from the Group Co-ordinator on the implementation of this proposal.
- Group Leaders to open negotiation with groups and venues to assess capacity and social distancing.
- Group Co-ordinator to assess group viability and likely subsidy requirements.
- No new hiring contract can be entered into for use of a community facility until the DU3A Welfare Co-ordinator is satisfied that the written procedures of the Management of the Venue demonstrates it is compliant with government guidance for the safe use of multi-purpose community facilities and all associated guidance to make the space COVID-19 secure.

Subject to agreement from the group mentors these recommendations were agreed.

It was agreed that the restarting of any DU3A group activity would be subject to prior approval from the Committee.

Committee Meetings Schedule: It was agreed that there would be a meeting on 5th August, then a summer break of 4 weeks, returning to fortnightly meetings on 9th September.

Any Other Business: MP informed us that several members of his working group had offered to help.

Anna Fletcher has agreed to be Press Secretary; Neil Whiting will support PW; Adrian Hoodless will provide technical support; to group leaders David Aldridge will provide a monthly check for consistency on the website; Lucy Myers will be the link to the Group Leaders.

JT thanked the committee.

Meeting closed at 11.17 am