



Committee Meeting of Dunmow U3A

Wednesday 20th May 2020

Present: Jane Tadman (JT)	Chair
Terry Parker (TP)	Vice Chair & Membership Secretary
Rosemary Jensen	Groups Co-ordinator
Marilyn Hammond (MH)	Newsletter Editor in attendance
Colin Bradley (CB)	Treasurer
Maurice Pannell (MP)	Communications
Terry Cash (TC)	Outings Co-ordinator
Julie Aiken (JA)	Executive Secretary
Lyn FitzGibbon (LF)	Minutes Secretary

Apologies: Mike Best, Amanda Brown, Jenny Salisbury and Peter Watson.

Minutes of Meeting on 13th May: these were circulated previously and agreed.

Matters arising: JA said in reference to a members' page: under 9.9 in the policy, items may not be promoted through Dunmow U3A where they are being sold for personal gain.

Chair (JT): JT asked MP why the winning V E Day photo was not on the website. He said there is a link on the "latest news page". He will inform members by email. MH said the newsletter sent to members was all jumbled and she really needed a proof reader before submitting it. TC said he thought Joy, his wife would be happy to do this. If she is not happy, MH will find someone. Marilyn will redo the present newsletter and resend.

Membership Secretary (TP): we now have 536 members. Reminders to go out by post to members who do not have email. Members who have not renewed and are in a specific group are listed in red. Group leaders should note their names, because when lapsed they will still be listed and the leader can then delete. If a good reason for non-renewal is known, please let TP know. CB reminded the meeting that under the local policy up to 5 memberships can be awarded free of charge in circumstances where the committee deem it appropriate.

Web Development (MP): from the meeting held last Wednesday :

- Site is outdated, inflexible and limits what can be done. However it can be re-organised.

Recommendations:

1. Remove the **Contact** button and associated page – what it does is available in other places on the web site.
2. Remove the duplicated Officer's photos from the **Committee &c** page – this has been done so you can see the effect – they can be put back if you insist!
3. Create an Archive sub-page (not a button) which can be linked to from the **Committee &c** page and move the past meeting minutes and accounts links to that sub-page. How long do we want to leave them accessible for anyway?
4. Think about and rewrite the **Welcome** page in readiness for return to the “new normal”.
5. Change the picture (and embedded text if required) on the **Home** page **every month**. Ideas are welcomed on possible themes – a lot of U3As use photos of their local area, possibly through the seasons. Personally, I would favour focussing on what DU3A actually delivers for its members (normally), i.e. group activities, outings, events, monthly meetings. As I said, ideas welcome.
6. Stimulate the involvement of U3A members – ask for and add to the **Latest news** page occasional features or articles contributed by members – could be about possible new groups.

AGREED

- Home page: PW has put on a series of 5 rolling photos.

Deferred AGM: JA suggested rather than putting everything on website at this time, it could be minutes of last AGM, and Chair and Treasurer's Reports. Not the agenda or application forms until Notice of the date of the AGM is given. JT has updated her report. JA would like the reports asap. PW will put on website and inform members that they are available, and where.

Any Other Business:

MP asked if there should be a system to flag up members with a disability, so that we can be sensitive to their needs. JT will talk to the Welfare Co-ordinator about this and how to obtain the information from members. Put on the agenda for next week.

A total of 37 members have not re-joined, 7 have no email. Should a phone call to these people be made as a reminder? There is a need to be sensitive about this.

CB said there will be a review of access to the website by group leaders in next few days.

RJ said Golf 1 group has restarted.

JT thanked the committee.

Meeting closed at 3 pm.