



## Minutes of Committee Meeting of Dunmow U3A

Wednesday 24<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 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

|                     |                   |
|---------------------|-------------------|
| Lyn FitzGibbon (LF) | Minutes Secretary |
|---------------------|-------------------|

Apologies: Mike Best, Marilyn Hammond.

Minutes of Meeting on 17<sup>th</sup> June: these were circulated previously and agreed,

**Matters Arising:** JT has had a reply to her follow-up letter re Beacon. TAT is looking to have a small group to look at terms and conditions. CB has volunteered to be a part of this group.

### AGM:

- Draft AGM Agenda; circulated. Query whether user code and password should go on Agenda. JA will insert Zoom details to follow. All agreed.
- Draft Voting Paper circulated and all agreed.
- Set date for AGM practice session: Wednesday 15<sup>th</sup> July at 10am.

MP suggested that members of groups who are meeting should be encouraged to vote by the Group Leader.

**Membership Renewal and Payment Process:** TP led us through a power point presentation of the process. The committee agreed to trial the new process once Beacon has been upgraded.

**TAT AGM Resolution:** The committee agreed increase from £3.50 to £4.00.

**Feedback from Welfare Working Group:** JS said the group looked at sample Accessibility policy documents. JS agreed to draft policy for Dunmow U3A which links in with our Inclusivity Guidelines. The Accessibility Policy, which will be on the website, should be read by all members. New members will be asked on the Membership

Form to request a communication from the Welfare Co-ordinator (JS) if they wish to discuss a specific need to support them to participate in group activities. JS will then contact that member to discuss. Existing members will be referred to the Accessibility Policy via email and newsletter. The Welfare Co-ordinator will keep confidential records of an individual's specific needs in line with Data Protection Policy. Only committee members and group leaders who "need to know" will be given information by the Welfare Co-ordinator on a specific individual need, with the prior agreement of the relevant member. The onus is on each member to inform the Welfare Co-ordinator if he or she has a specific accessibility need.

Group leaders with a concern regarding accessibility should talk to the Welfare Co-ordinator first. CB questioned whether there should be a second point of contact for a member, in the absence of the Welfare Officer or for referral purposes. It was suggested that the Chair is the second point of contact.

**Any Other Business:**

- 2020 Poppy Wreath: JA will find out if there is a bespoke U3A wreath available.
- Revised date for National U3A Day: 2<sup>nd</sup> June 2021.

TC informed the committee that every member had now been refunded money for cancelled outings.

PW said the Latest News page on the website is up and running but needs content. It was suggested that groups which have restarted could contribute.

RJ asked about meetings during August. JA suggested one after the AGM, then fortnightly from the beginning of September. Caveat to this was that an extraordinary meeting could be called, given changing government guidelines. A break from Committee Meetings for Committee Members was proposed as an agenda item for next meeting.

JT thanked the committee.

Meeting closed at 11.07 am