



Committee Meeting of Dunmow U3A

Wednesday 27th May 2020

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

Apologies: Rosemary Jensen.

Minutes of Meeting on 20th May: these were circulated previously and agreed.

Constitution: JA stated that PW, MB and TP are coming to the end of their 3 years term of office at the AGM. JA has been in touch with TAT, and we should adhere to the constitution, but we do have an option to change it. JA has written revised draft wording relating to terms of office within the DU3A constitution which has been circulated. If the committee agree the wording this will be sent to the CEO of TAT for consent. The DU3A constitution states that if there is no response from TAT within 4 weeks, we can assume there is no objection. We then need to present the revised wording to our membership and, if approved, inform the Charity Commission of the changes.

- **The revised wording relating to terms of office was unanimously agreed, subject to TAT and membership approval.**

JA will now send the revised wording relating to terms of office to TAT for consent. If a response is received objecting to the wording, it will be discussed at committee.

JT thanked JA for all her hard work in putting the document together.

JA stated that, in accordance with our constitution, every role has to be advertised for appointment at the next AGM apart from Chair and Outings Co-ordinator, as Jane and Terry Cash have only served one year of their fixed term three-year period. JS said there must always be opportunities for members to join the committee.

Quorum for AGM: at present this is set at 20% of membership. We struggle to meet this percentage.

- **It was unanimously agreed to change the quorum to 15% or 75 members whichever is the lesser number, subject to TAT and membership approval.**

AGM: JA said that due to the restrictions of Covid-19 and, in accordance with advice set out by the Charities Commission, the AGM could be held via Zoom. Members would have to sign up for Zoom in order to take part. There is not enough time to organise this for June, but the AGM could be deferred to the July 29 General Meeting date.

JT, JA and TP are attending an online Zoom course next week to enable them to run the meeting.

If we do not have a response from TAT about the constitution, there is enough time to inform the members as 3 weeks' notice for the AGM is needed. Website can be used to notify members of intention. There was much discussion about this. JS asked about people who are not on-line? How could they vote? Members may need help to access Zoom. At present the Zoom account we have enables only 100 people to attend, therefore we need to buy an extra licence. Every method of communication should be used, and help should be offered. Beacon can tell who has opened emails sent out, so could give an idea of numbers.

- **It was unanimously agreed to defer the AGM to 29th July and for the meeting to be via Zoom. Members who are not able to access Zoom will be given the opportunity to vote via email or post in advance of the meeting.**
- **It was unanimously agreed to buy an extra licence for the month of July to enable greater attendance than 100 for the Zoom AGM.**

A draft email to members relating to the AGM, worded by JA will be sent to the committee for comment. Final wording to be agreed by JT and JA. The email, when finalised, will be sent to all members on-line where possible. All other members will be contacted by post or telephone.

Any Other Business:

MB asked if time of meeting could be changed to the morning...10am.....agreed.

TP: Membership has now reached 543.

PW: Please send items for the home page on the website.

JT thanked the committee.

Meeting closed at 3.10 pm.