



## Minutes of Committee Meeting of Dunmow U3A

Wednesday 3<sup>rd</sup> June 2020

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
Rosemary Jensen (RJ)	Groups Co-ordinator

### In Attendance

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

Apologies: Amanda Brown

Minutes of Meeting on 27<sup>th</sup> May: these were circulated previously and agreed.

**AGM:** Wording of Communications to Members: Draft wording giving notice to members re AGM circulated by JA was agreed. JT has informed members in today's Newsletter that we are considering having a Zoom meeting. Members also need the opportunity to vote by email and post if they are not able to access Zoom. JA will work on a letter for members to be sent out at the end of June. Votes by email and/or post must be returned a few days before the AGM date. JT asked how do we ensure that people who respond in this way, do not attend the zoom meeting and vote again? This will need to be made clear in the letter to members when giving instructions on the voting process. The host of the meeting has a list of participants, but we must record if 2 people on the screen, for couples. Email and postal votes received prior to AGM meeting to be logged and counted before meeting. we will need 109 votes (20%). Zoom instructions should be sent in separate email. Inform members in every possible way; email, Newsletter, website and TC's blog. CB will purchase the upgrade for Zoom about 2 weeks before the AGM.

JA, JT and TP attending Zoom training next Thursday, organised by TAT.

**Communications:** JT said there was some confusion. Guidelines circulated before meeting were discussed. Committee emails should use personal email addresses not Beacon, when communicating, so that we know who is copied in. Also a new thread should be started if a new subject. Recommended to start the subject line with "urgent" if a quick response is required. JA suggested to ring or text if really urgent, as it is not always possible to view and respond to emails immediately.

If members' contact details change, they should inform the Membership Secretary in writing; an email is acceptable. U3A Policy to be updated to reference this.

**Welfare:** JT and JS discussed the situation of the blind and partially sighted members. Group Leaders are required to do a risk assessment on new members if indicated, and this is noted. Leaders are key.

However, many members do not belong to individual groups and only attend general meetings. Beacon does not allow us to flag up issues, but it should be possible to send out large print emails, if known. JA advised that the U3A Policy states that after registration members, who wish to, may complete a Welfare form. JS said that maybe the person would not want it known which is their decision. New members are sent a membership card, so a welfare form could be sent with it.

JS will chair a working party in the next few weeks to discuss these issues and make recommendations. JT, JA and TP to be included. CB asked if could be posted with the notification of the AGM. JA suggested it should be sent separately.

**Beacon:** CB asked for this item to be deferred to next week, as he was waiting for responses from MP and TP.

**Any Other Business:**

MP had an enquiry from AB about the members page. Could it be for charity? MP has no objection as long as members aware of this and there is no buying or selling. PW said it would be free publicity for the charity, but should not be an endorsement. It was agreed that the Members Page should not be used in this way.

MP suggested a new role on the Committee leading on committee information, which would need to be advertised as an Executive member of committee.

TP informed us that we now have 546 members, one over the budget. He can lapse members on Beacon and this will show up in red on Group Leaders lists. TC asked if these people would receive emails...NO. JA asked if lapsed members are informed, and TP said they had received many reminder emails.

CB had a telephone call from Pat Kelly saying there was a grant available for £10,000 for starting up outside groups. It was agreed not to apply on this occasion.

RJ said a music appreciation group may start up. Our Zoom account could be used for this. TC to put on his information email.

PW informed us that they had lost all photos from the photography on the website. They have identified the issue which lead to this.

Action for this week: JS to contact relevant members for working party.

JT thanked the committee.

Meeting closed at 11.10am