



Minutes of Committee Meeting of Dunmow U3A

Wednesday 8th 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
Marilyn Hammond (MH)	Newsletter Editor

- 1 Apologies:** Peter Watson will be late.

JT clarified that when minutes of committee meetings have been typed up by LF, they are sent to JT and JA to check for accuracy and content prior to circulation to the committee.

- 2 Minutes of Meeting on 1st July:** these were circulated previously and agreed, with one committee member CB, disagreeing in relation to the two non-bulleted sentences in the item about the arrangements and preparations for restarting of groups.
- 3 Matters Arising:** TC said that the process for reporting to the committee on a group that is planning to restart would be determined by RJ and her team.
- 4 AGM:** JT has all paperwork but is waiting for the link to the voting form. PW now attending and has sent link. All details to be emailed to members today. TAT is holding tutorials on Zoom AGMs and JT is attending one on Friday 17th July. PW and CB to be co-hosts at the practice session next week. The results of the actual AGM to be published in the Newsletter after the meeting.

5 Accessibility Policy: JS was not available and so this item was deferred.

6 Any Other Business:

MH has very little content as yet and would like items from groups that are meeting.

RJ and her team are meeting tomorrow and will report to the committee. The risk assessment form to be filled in by Group Leaders with some questions needing to be answered by the participant. PW to ensure that the form can be filled in on-line. Please continue to send emails to RJ and she will delegate to her team if necessary. She cannot attend the practice session but JT will invite Lucy Myers, Christine Bishop, Anna Fletcher, Amanda Brown and Pat Jones.

MB said that 28 walkers were divided into 5 walks this week. There will be another next week.

JT has had information from Foakes Hall and Dourdan Centre that they will not be opening yet but have plans in place to be safe when they do. There is a questionnaire for hirers to complete. RJ to fill in and return to JT. There is a need to contact speakers for the Autumn asap, to see if willing to speak at possible zoom meetings. To discuss at next committee meeting. JT to contact Pat Kelly.

Next week is AGM practice session.

Next committee meeting to be held on Wednesday 22nd July.

JT thanked the committee.

Meeting closed at 11.00 am