

**MINUTES OF**  
**ERU3A COMMITTEE MEETING HELD ON MONDAY 12 April 2021**  
**AT 1:30PM BY ZOOM**

Present: Douglas Yates (Chair), Marbe McNeil (Vice Chair), June Weston (Business Secretary), Graham Greenhalgh (Treasurer), Allen Walker, Robert Humphrey, Isabel Monks (Minutes), Roy Bryce, Teri McCormick, Rosalind Holmes, Ann Scott, Allison Kershaw, Richie Adams, Rosemary Grace.

		Action
1	<b>WELCOME</b> DY welcomed everyone to the meeting and explained that RG is on the sub-committee for the u3a day.	
2	<b>APOLOGIES</b> Nil	
3	<b>MINUTES OF PREVIOUS MEETING</b> Accepted	
4	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b> All items are covered in the agenda	
5	<b>CORRESPONDENCE</b>	
5.1	<b>Update on the David Hume Institute Action Project</b> JW read out an email received from the DHI thanking the participants for their contribution. JW has further info for anyone wishing to contact her.	
5.2	<b>TAT email 12/03/2021 – Notification of TAT AGM 2021 (circulated to Committee on 16/03/2021)</b> JW will attend on behalf of ER u3a.	
5.3	<b>TAT email 22/03/2021 – EM 22-03-21 u3a Banking Scams (circulated to Committee on 22/03/2021)</b> It was noted that it is good that the TAT is informing people of scams to raise awareness in u3as.	
5.4	<b>TAT email 26/03/2021 – EM 26-03-21 u3a Constitution and Covid advice (circulated to Committee on 27/03/2021)</b> JW reported that there is a new model constitution on the u3a website. It differs from the one used for our constitution and JW has informed TAT. JW has done a comparison but it was noted that ours has been approved by TAT so no changes are required.	
5.5	<b>Guidance from OSCR on use of Charity Number – (email circulated to Committee on 01/04/2021)</b> RHo contacted Ann Keating the Trust member for Scotland regarding lack of space for the charity number on branded items.	
5.6	<b>All Scotland Assembly</b> This item was not on the original agenda but was raised by JW who will attend on behalf of ER u3a.	
6	<b>BEACON and WEBSITE UPDATE</b> <b>Web site:</b>  There is a new Home page photo – Spring – with photos by Bruce Cutler. Covid related information has been updated with latest details from 16 March 2021 announcement	

	<p>A question had been raised on whether we should we state that the u3a has no religious affiliation. The committee agreed that it was not required.</p> <p><b>Beacon:</b></p> <p>The Beacon 2 upgrade now appears to be postponed indefinitely due to trouble with APT firm and the contract to complete. Meanwhile an independent IT specialist is advising on the best way forward. RHo reported that at the Beacon Administrators meeting concern was expressed about the expense that may be incurred pursuing APT through legal channels.</p> <p>The current Beacon team and Siftware (software development partners) are working to address the issues with Beacon 1 and the Trust is increasing the direct support to speed up any necessary fixes.</p> <p>In response to AS comments that she would be more confident in using a spreadsheet than Beacon, the committee agreed that it was up to the Treasurer to use the method most convenient to them. GG stated that he used it reconcile cash receipts to membership.</p>	
7	<p><b>GROUP COORDINATORS REPORT</b></p> <p><b>Groups:</b></p> <p>Outdoor groups have been told that they can meet in April - 4 from two households in a bubble – but meet in East Renfrewshire. The ‘Hands on Gardening’ group were reminded that Barshaw Garden is not in East Renfrewshire.</p> <p>In April:</p> <p>Amblers – not meeting  Saturdays – not meeting  Walking - meeting  Cycling – not meeting yet.</p> <p>The information below has been gleaned from the current roadmap.  From 26 April – travel outside East Renfrewshire allowed and indoor hospitality opens (until 8pm) – but in groups of 4 from 2 households.  Form 17 May - restaurants open with 2-hour slots – probably still 4 from 2 households</p> <p>It was agreed that outdoor groups can meet in accordance with the guidelines but it is up to the facilitator to make the final decision.</p> <p>For any indoor meetings we will need to wait for the venues to inform us when they are starting and the conditions under which they will operate.</p> <p>JW pointed out that it may be possible for the book groups to meet in people’s gardens when the rules permit.</p> <p>2. It was agreed that the Facilitators Meeting should go ahead on Monday 17 May at 10.30am. JW agreed to host.</p> <p>Central Belt Network March meeting:  Compared to many we are still doing well in what we are offering and with our plans for u3a Day.</p>	

	<p>The chair person from Arran told us about a different way of using Zoom with one or certainly less Zoom licences.</p> <p>As our licences expire this is something we should consider once we have a clearer picture of what will be happening in the later parts of the year and which groups might still need to use Zoom.</p> <p>It was agreed to include this on the agenda for the next meeting.</p> <p>The issue of ‘no vaccination, no participation’ was raised without any conclusions except wait and see.</p> <p>4. Dave Wilcox and Mearnskirk Helping Hands’ request.</p> <p>RHo relayed the committee’s decision to him and he feels that they are offering things we are not and wants to emphasise that it is not about ‘the church’, but a community service and resource providing a service different to the u3a such as Bereavement groups, Dementia Lunch Club, Men’s Breakfast Club.</p> <p>There was discussion on whether something about this should be included in Chit-Chat. It was decided against it as Chit-Chat is a newsletter for members of ER u3a, in addition this may set a precedent for other organisations.</p>	JW
8	<b>TREASURER’S REPORT –</b>	
8.1	<p><b>Annual Report and Accounts 2020-2021</b></p> <p>GG reported that he did not do a projection as it would not be useful due to the difficulty of forecasting in an uncertain period. The final claim for gift aid for March 2021 has now been paid. £1000 grant that DY applied for from CORRA has been received. Hire of Halls – some are paid in advance and some in arrears and the balance after payments and refunds was £8. If we had hired halls as normal and received no grant then we would have broken even which indicates that our subscription fees are set at the correct level. The subs have been reconciled to Beacon.</p> <p>In response to a question from AS it was explained that both receipts and payments and DY report are provided to the committee before going to the examiner. No information has been sent to the examiner yet.</p> <p>DY agreed to send out his report.</p> <p>In response to a question from RHo it was explained that the reserve is not ring fenced but is there to ensure that, should we close down, there are funds to pay off outstanding bills.</p> <p>GG explained that the second signatory needs to sign before the due payment date. With respect to the handover to AS the following have been put in place.</p> <p>JW has informed the u3a Trust. GG has notified OSCR.</p> <p>AS has access to the Bank account, GG can now be removed from the list of signatories.</p> <p>The HMRC form is with AS and GG will send it off once completed.</p>	DY
9	<p><b>MEMBERSHIP SECRETARY’S REPORT</b></p> <p>The total number remains at 475 with 2 new members and 2 deceased. One member has informed RB that they are not intending on renewing.</p> <p>It was noted that Beacon provides information on current subscriptions for gift aid.</p>	
10	<p><b>MONTHLY MEETINGS</b></p> <p>It was agreed that external speakers should be booked through to September as it is likely that the meetings will still be on Zoom.</p>	

	It was noted that Ann Marie Flowers a member of the Science and Technology group is willing to give a presentation.	
11	<b>Marketing and Publicity Sub-Committee</b>	
11.1	<p><b>u3a Day 2 June 2021 – overview and plans</b></p> <p>The u3a day is an annual event to raise awareness of the organisation. Some outdoor events are litter picking and handing out leaflets.</p> <p>RG contacted Allana Parker who is the PR person for u3a Scotland and provided a report of the meeting to the committee. RG will write a press release for the u3a day and also suggested that the committee consider the use of the press for ongoing activities. DY will provide suggestions for social media outlets. The main target area this year is Barrhead and an additional member from Barrhead has been recruited to the sub-committee.</p> <p>It was agreed that an invite could be sent to local councillors.</p> <p>It was suggested that a tab could be included on the website for media. This would contain press releases that the media could pick up.</p>	
11.2	<p><b>Leaflet and Poster and Locations (see attached documents)</b></p> <p>The sub-committee provided draft leaflets and poster to the committee for comment. The committee found them fresh and modern looking and were easy to read. They were accepted without requiring any changes. It had been decided not to use our own members in the material as people may leave or die making it a sensitive matter.</p> <p>RA reported that he has acquired apparatus for leaflet displaying.</p>	
11.3	<p><b>Merchandise (see attached documents)</b></p> <p>For the promotional material it was decided to order pens, hi viz vests, leaflets and posters. The invoice should go to AS for payment. AK will ask if we can order a reduced amount of bunting. It was decided not to order car stickers and mugs.</p>	AK
11.4	<p><b>Other Publicity</b></p> <p>DY suggested having a link to ER u3a on the ER council website.</p>	
12	<p><b>Generic email addresses</b></p> <p>RB reported that the cheapest he found was £60 with TSO host and Blue Host. For this the company will set up a website and we also get a u3a.com email address. It was noted that it is not essential to have a website we could just use the email addresses.</p> <p>JW said that she had heard about Google for non-profit which she had held off investigating until RB reported back. This has been estimated at £10 a year and JW will now investigate further.</p>	JW
13	<p><b>Safeguarding Tutorial and our Safeguarding Policy</b></p> <p>JW, AK and AS attended the tutorial. In light of the tutorial our Safeguarding Policy needs review. It was decided to defer further discussion to the next meeting.</p>	JW
14	<p><b>AOCB</b></p> <p>DY/MM A local businessman has been impressed by the benefit the u3a has provided to his mother and is willing to provide an opportunity for us to raise our profile by including the u3a logo on his leaflets. The organisation is an estate agent – Amazing Results and the contact is Robert Kerr. In addition, if any ER u3a member does business with him he will provide a donation to ER u3a.</p> <p>RA stated that after spending 6 years as a committee member he had decided to stand down. He will contact a member who may be willing to take over as the replacement for Speakers.</p>	

	<p>JW stated that the printer returned by Brenda Mason does not have the facility to print labels or envelopes. JW has contacted Epsom to confirm this. It was agreed that JW could buy a new one and put the existing one into stock.</p> <p>DY reported that he would be stepping down as chair at the AGM in June.</p>	
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There being no further business, the meeting closed at 15:53 pm. The next Committee meeting will be held on Monday 10 May at 1.30pm via Zoom.

Signed ..... Date .....