

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

Present:

Marbe McNeil (Chair), Margaret Baird (Vice Chair), Ann Scott (Treasurer), June Weston (Business Secretary), Allen Walker, Teri McCormick, Rosalind Holmes, Allison Kershaw (Minutes), Liliias Dunlop

		Action
1	WELCOME	
	MM welcomed everyone to the meeting.	
2	APOLOGIES	
	Roy Bryce, Isabel Monks, Robert Humphrey,	
3	MINUTES OF PREVIOUS MEETING	
	Accepted.	
4	MATTERS ARISING FROM PREVIOUS MINUTES	
	Any outstanding matters are covered under the appropriate agenda item.	
5	COMMITTEE TRUSTEES	
	The ERu3A Task Allocation sheet will be updated to reflect the following changes: Chair - Marbe McNeill, Vice-Chair - Margaret Baird, Catering Co-ordinator - Liliias Dunlop COVID Officer - Rosalind Holmes Bank Signatories - Ann Scott, Marbe McNeill, June Weston, Rosalind Holmes, Roy Bryce. The task title 'Accessibility Officer' will be changed to 'Accessibility Advisor'. There is a vacancy for a second Fire/Safety Officer but all other role assignments remain the same. In order to ensure continuity of roles following the AGM, a July handover date has been suggested in future.	
6	AGM FEEDBACK	
	It was agreed that the Zoom AGM was slickly presented and that the entertainers Fools Gold were a huge success. Thanks were given to JW.	
7	CORRESPONDENCE	
7.1	u3a Mailing dated 10 June 2021 - AGM 2021: Director Election voting open Supporting statements were received for the candidates for the TAT election and it was agreed that JW will record ER u3a's vote for Chair Liz Thackray and Vice-Chair Michaela Moody. Most posts have only one candidate.	JW
8	BEACON and WEBSITE UPDATE	
	Website: New home page by Alan Fairlie – Photography Group member. Changes made re groups and facilitators – see 9 below. Beacon: Facilitator changes made see 9 below. RHo advised on the Report from the Beacon Team: a) Trust has approved additional funding for Siftware to focus on updating some of the software. b) They have set up groups of experienced developers from within the Beacon team to take many of the requested enhancements forwards. c) 'Mail opened' facility will not be restored due to 'cookies' and GDPR issues. d) The Knowledge Base articles and User Guides will be combined to give new searchable support materials.	

		Action
9	GROUP COORDINATORS REPORT	
9	<p>RHo advised on the undernoted groups which she had contacted:</p> <ol style="list-style-type: none"> 1. Angela Smith is not renewing her membership and her two groups - Craft Club and Scrapbooking – both have very few members. Emailed group members to let them know that Angela would not be restarting the groups and asking if anyone wanted to run them – no replies. Have retrieved the u3a resources. Both groups removed from the website and Beacon. 2. Cycling Group no longer viable and Alan Melville asked for the group to be removed. 3. Yarners group facilitator – Shena MacDonald is moving out of the area – group closed 4. Aileen Davidson has resigned as facilitator for the Theatre Group. Theatre Encore Group does not have a facilitator and members from both groups want to continue - will reorganise both groups into one group –the Theatre Group – will need a new facilitator and team of helpers to help plan outings. <p>RHo has thanked all the facilitators who have resigned for all their work and support of our u3a.</p> <ol style="list-style-type: none"> 4. Boules group – bought 4 sets of boules and 8 mats £49.16 – approx. 30 members played from experienced to beginners – all really enjoyed and said that they would be back next time 5. Poetry Reading Group – not enough interest so not going ahead. 6. Enjoy the Arts facilitator – identified 10 possible members who could help - some never replied, others said no – only one vaguely offered to help. So only had 2 real offers of help and then Isabel Monks said that she would be the facilitator and she will be helped by Heather Cutler and Andrea Jones. 7. All other RHo facilitators have agreed to continue with their groups. All RHo groups have been emailed to ascertain if members want to remain in the groups. There is enough interest in all the groups for them to continue – many with reduced numbers but that’s OK as it gives spaces for new members to join them. <p>TMcC reported on the following groups:</p> <ol style="list-style-type: none"> 8. Table Tennis group want to start asap at the Maccabi Centre which is responsible for any sanitising – first meeting is likely to be in September 9. A new group – Bridge Online – Sandra Rigg as the facilitator - has been formalised with a page on the web site BBO and a Beacon group made. They have been meeting as an extension of the Social Bridge Group, but when that group can meet again this online group will continue to meet on the alternate Tuesdays. 10. Instrumentalist Group to fold. 11. Film Appreciation Group - wish to continue but have requested different accommodation as they feel ASDA is no longer suitable and may not be an option. 12. Mahjong – Catriona Matheson has volunteered to be the new Facilitator. Due to personal health issues one member has expressed concern about the Salvation Army venue. 13. Spanish I & II – Ian Kilmurray to contact the Spanish waiting lists but he is willing to continue both groups. 14. Ukulele Group – Seventeen members. 15. Two facilitators wished to contact their groups and have updated Beacon accordingly. <p>RHo & TMcC both advised that not everyone had replied to their emails, therefore a final reminder email will be sent to those members, stating that if there is no response by 18th July they will be removed from that group(s).</p>	RHo TMcC

		Action
	<p>Group Accommodation</p> <p>RHo has been contacted by ER Culture and Leisure and advised:</p> <ul style="list-style-type: none"> a) taking bookings from 9 August b) prices are the same – at the moment c) need a named Covid Risk Officer d) need our Covid-19 Risk Assessment documents (See Item 14) e) not yet sure about maximum numbers in different venues <p>RHo is in the process of determining which groups can return to their ‘old’ venues and which will need a larger room. She is checking availability with ER of their ‘medium’ sized rooms – very few - and if they are not available for the groups as required other venues will need to be explored, e.g. churches which will be more expensive.</p> <p>Committee meetings – to continue by Zoom for present.</p> <p>JW to check with DY re the suitability of the new Saints Andrew’s Church Hall and James McGuire Building in Barrhead.</p>	
9.1	<p>Paid Tutor Groups</p> <p>RHo advised that there are 3 groups: Move it or Lose it 1 and 2, Yoga and Scottish Country Dancing which presently have paid tutors.</p> <p>Negative aspects:</p> <p>Paid tutors not recommended by the Trust.</p> <p>Don’t have a tutor for the Move it or Lose it and unlikely to find another: SCD tutor keen to start again: Yoga tutor – possibly.</p> <p>Groups are expensive for venue hire and members pay only towards the tutor fees.</p> <p>Groups take a lot of organising by a Group Coordinator and volunteers to collect money and bank it, although electronic payments may be looked into.</p> <p>Positive aspects:</p> <p>Members enjoy them.</p> <p>Contribute to our ‘Active’ portfolio.</p> <p>After discussion the committee felt that these groups are popular and they will endeavour to continue the SCD and Yoga groups. A new qualified and insured instructor would need to be found for Move it or Lose it and TMcC has been looking at alternative suitable groups which are presently being held in this area e.g. Zumba Gold and Easy Exercises. Also check with IM in case she has any suggestions.</p>	
10	TREASURER’S REPORT	
10.1	<p>AS to contact the Bank to update bank signatories and delegate access (AS, JW, RB, MM, RHo) for the East Renfrewshire u3a account and request additional cards and card readers. AS unaware of the second account ER u3a Activities and will arrange access for herself. Note Dual authorisation is required for every transaction.</p>	AS
10.2	<p>AS advised that Smile Amazon has been updated and she is now the contact and has visibility of the commission paid on members purchases.</p>	
10.3	<p>AS prepared the Treasurer’s report in the following format, which the committee agreed was concise and helpful.</p>	

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11	MEMBERSHIP SECRETARY'S REPORT																																																																																					
	<p>As at 7/7/21 there were 463 current members and since the last meeting 10 people had informed RB that they are resigning and there are 6 new members Several £15 standing order payments have been received and these people have been contacted by RB to request the balance and to amend the s/o. One payment of £15 has been received from C Holland but no trace can be found of this person. RB was given a memory stick containing scanned membership forms and was querying if these need to be kept for 7 years due to the Gift Aid declaration. - Check HMRC guidance. 5 people continue to pay a £12 fee for Chitchat.</p> <p>The cut off date for membership renewal is the end of July and if there is no response to the reminder, these memberships will then be terminated.</p>					RB																																																																																
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12.1	<p>MM proposed an annual budget for speaker fees and it was agreed that £600pa would be allocated to allow some flexibility. Although it was hoped that some 'free' speakers could still be found. Several speakers have requested that a charity donation be made instead of a fee and it was agreed that in these instances the remittances would be forwarded to the speakers to allow them to donate to the charity of their choice.</p>																																																																																					
12.2	<p>Speakers have been agreed by the committee and booked for the next ten months. No speaker / entertainment is required for the AGM.</p> <table border="1"> <thead> <tr> <th>TALK TITLE</th> </tr> </thead> <tbody> <tr> <td>July: The Art of Trickery - How Magicians are seen in Paintings, Prints & Cartoons</td> </tr> <tr> <td>Aug: Erskine - Caring for Veterans since 1916</td> </tr> <tr> <td>Sept: Masters of Mirth</td> </tr> </tbody> </table>					TALK TITLE	July: The Art of Trickery - How Magicians are seen in Paintings, Prints & Cartoons	Aug: Erskine - Caring for Veterans since 1916	Sept: Masters of Mirth																																																																													
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12.3	It was agreed to suspend social media postings meantime.										
12.4	JW ran a report on the number of Zoom participants at the past monthly meetings and it was decided that it is no longer necessary to register to attend the monthly meeting and that the zoom invitation and link will be sent to all members.										
13	GENERIC EMAIL ADDRESSES										
	JW advised that although the domain name is ERu3a.org as Google Not For Profit is being used to create the generic emails the addresses will end gmail.com Initially addresses will be created for Chair, Secretary, Treasurer, Groups, Speakers, Membership and Editor and more generic addresses will be created as required. Proposed style - Chair.eru3a@gmail.com	JW									
14	REVIEW OF POLICIES										
	<p>RHo has undertaken a comprehensive review of the undernoted policies and following a few very minor changes they have all been approved and will be uploaded onto the website shortly.</p> <p>JW issued a traffic light style list of the policies for review, several of which did not require alteration.</p> <p>The main policy changed were:</p> <ul style="list-style-type: none"> • Complaints Procedure July 2021 Updated and approved. • Equality, Diversity and Inclusion Policy July 2021 Updated and approved. (This was previously covered in the Equality, Accessibility and Safeguarding Policy, which has now been split into two new policies) • General Personal Risk Assessment July 2021 This was updated June 2021 for restart of outdoor groups but has been revised. Approved. • Members Code of Conduct July 2021 Updated and approved. • Safeguarding Policy July 2021 New policy written and approved. (This was previously covered in the Equality, Accessibility and Safeguarding Policy, which has now been split into two new draft policies.) 	RHo									
15	ZOOM LICENCES										
	JW's licence renewed 10/6/21. As no group is solely reliant on Zoom it was agreed to renew RHo's licence in September but not to renew the two licences which come up for renewal in October.										

		Action
16	CHRISTMAS PARTY PLANNING	
	This year's Christmas Party will be held on Zoom and entertainment provided by Mildred Freeman.	
17	PAT TESTING	
	RHu has completed all PAT Testing and issued an up-to-date Asset Register of all equipment owned by ERu3a.	
18	AOCB	
	LD advised that she was willing to assist anyone if necessary. MM thanked everyone for attending.	

There being no further business, the meeting closed at 16:15 pm. The next Committee meeting will be held on Monday 9th August at 1.30pm via Zoom.

Signed Date