

MINUTES OF
ERU3A COMMITTEE MEETING HELD ON MONDAY 10 May 2021
AT 1:30PM BY ZOOM

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

		Action
1	WELCOME DY welcomed everyone to the meeting.	
2	APOLOGIES Graham Greenhalgh	
3	MINUTES OF PREVIOUS MEETING Accepted.	
4	MATTERS ARISING FROM PREVIOUS MINUTES Item 5.6 - JW attended the All Scotland Assembly. She found the meeting interesting but didn't learn anything new.	
5	CORRESPONDENCE	
5.1	u3a in Scotland email 18 April 2021 – Notice of AGM on 17 June 2021 – circulated to Committee on 18 April 2021 RHo has agreed to attend this meeting on behalf of ER u3a.	
5.2	TAT email 20 April 2021 – Election of Directors 2021 (AGM is on 26 August 2021) – circulated to Committee on 21 April 2021 It was noted that this had been sent to the committee. No member of the committee has stated an interest in becoming a director of TAT.	
6	BEACON and WEBSITE UPDATE Web site: There is a new picture on the Home page – Waterfall at Ryat Linn. When the first press release and Facebook are done the home page will have something similar and then a few days before 2 June the advert for u3a day. The March minutes have been added to the Events Page as well as the 'events' of the committee meeting and the facilitators meeting. A page has been added for the new Photography Group. Beacon: The email delivery status has now been reinstated and so we can see if an email has been delivered, but the 'opened' facility is still not there.	
7	GROUP COORDINATORS REPORT Groups: There are a number of Facilitator changes: Teri McCormick has taken over Club 7:30 from Rosalind Bruce Cutler has taken over as co-facilitator of the Walking Group from Marbe. Allison Kershaw has taken as facilitator over the Garden Visits Group. Fenella Rennie has resigned as facilitator of the Swimming Group –might continue.	

	<p>Sandra Rigg has resigned as the facilitator of the Jewellery Group which will probably be the end of this group due to lack of numbers.</p> <p>RHo has not heard from several facilitators despite sending emails – so is not sure if they will still be willing to be facilitators and run the groups when they can restart. RHo will try phoning them and after the facilitators meeting may consider sending out a letter if there has been no communication.</p> <p>2. The new Photography Group has 12 members. RHo will facilitate for now. The group have a theme each month and then share their photos on Zoom with constructive discussions. In the future may have actual meetings with refreshments.</p> <p>3. There is a potential new group – ‘Poetry Reading’ – TMC has agreed to set up the group and will facilitate initially but look to someone to take over longer term.</p> <p>3. ER Culture and Leisure contacted RHo re ‘Recovery’. They want to know if we would still be using some of their halls/rooms. They are working on their ‘recovery plan’ and will be back in touch when any of their venues are opening.</p> <p>4. RHo attended a virtual meeting about the Neilston new learning campus and the impression was that it looks great. There is a possibility of suitable rooms being available during the day but the presentation was more about the facilities such as sports and rooms available after school hours. The aim is to be ready for the start of the 2022 academic year and it will be worth further consideration at that point.</p> <p>5. Meg Smith, the tutor for Move it or Lose it Groups has let RHo know that she will not be able to resume the classes as she has a new full-time job.</p> <p>The decision on using paid tutors will need to be revisited.</p>	
8	<p>Joint Committee and Facilitators meeting on 17 May 2021</p> <p>It was clarified that this is an informal meeting to enable facilitators to share their experiences and discuss any issues. The committee agreed unanimously that formal minutes of the meeting are not required, a report is produced for the benefit of those not in attendance to inform them of any action plan.</p> <p>RHo went through the presentation for the joint meeting and the committee agreed that it was ok to present at the meeting. It was pointed out that for face-to-face meetings we need to establish the number in each group and the size of room required.</p> <p>It was agreed that the burden of risk assessment should be removed from the facilitators.</p>	
9	<p>TREASURER’S REPORT</p> <p>The bank statement currently comes out in the middle of the month, AS will try and change it to the end of the month. The most recent balance is £13,444 and a couple of invoices have been paid out in April. To get an idea of our financial position prior to membership fees due, AS confirmed that there are no further expenses due to TAT in June.</p>	
10	<p>MEMBERSHIP SECRETARY’S REPORT</p> <p>There is no change with the current membership at 475 members. Brenda Mason has provided the material previously used to send out to members for renewal. It was stated that members should be encouraged to pay by standing order.</p>	
11	<p>MONTHLY MEETINGS</p> <p>RA said that he had approached a few people. One has a fee of £70, another only does evenings and the third for the 21 July usually charges £70 but will consider £50. The committee confirmed that our fee is £50. Currently there are no speakers booked for August and it was confirmed that these are likely to be on zoom. The speaker for October has been provisionally booked and he can perform in person or zoom.</p>	

	There was discussion on having a talk on cyber crime but as there was one in February it was felt that another was not required yet. AS mentioned Tom Russell as a possibility.	
12	AGM Papers for approval by Trustees	
12.1	Agenda Agreed	
12.2	Minutes of Previous AGM on 19 August 2021 The minutes are available on the website.	
12.3	Annual Report and Accounts 2020-2021 and Independent Examiner's Report These had been circulated to the Committee on 29/04/2021 and are available on the website.	
12.4	Committee membership election It was pointed out that all Trustees that are standing for re-election need to return their completed nomination form. It is sufficient for the proposer to email JW providing the required information. It was agreed to state that we are looking for 2 new committee members rather than state roles. In accordance with the constitution the Chair is nominated from within the trustees. AK agreed to take on the Speakers role. The catering co-ordinator does not need to be a committee member. RHo stated that for those who do not have a wide network then they can contact her for help.	
12.5	Voting and Polling JW confirmed that the polling has been set up. It was agreed that the format will be as for last year and only those attending the AGM will be eligible to vote and will count towards the quorum.	
12.6	Entertainment – Fools Gold There was discussion on when to call in Fool's Gold and how long they need. It was decided to start the AGM at 14:00 and Fool's Gold will start at 14:30. RA will check how long they require.	RA
13	Marketing and Publicity Sub-Committee	
13.1	u3a Day 2 June 2021 The merchandise has been received and press release ready to go. The volunteers will do a 2-hour shift with a 20 minute break during the shift.	
13.2	Leaflet and Poster and Locations The Avenue are not allowing leaflets to be handed out. DY informed the group that one volunteer has had to pull out due to family commitments.	
13.3	Merchandise All merchandise has been received.	
14	Generic email addresses JW has been investigating Google for non-profits but it is only possible to get so far without applying. It was noted that Microsoft for non-profit works in a similar way to Google. Through CharityDigital it is possible to get software cheaper but there is a £55 administration fee and it doesn't apply to Google for non-profits. JW has registered but not taken it forward. A domain name is required which we will need to pay for. JW showed the prices for a selection of names. It was agreed to go with the simplest - eru3a.org. It was agreed that JW should follow the next steps and further review at the next meeting.	JW
15	Review of Policies Deferred until after the AGM.	
16	Zoom licences	

	It was agreed that the zoom licence for JW should be renewed. The next licences due for renewal are in September and October.	
17	AOCB There was no AOCB	

There being no further business, the meeting closed at 15:20 pm. The next Committee meeting will be held on Monday 14 June at 1.30pm via Zoom.

Signed Date