

Exeter U3A

Committee Meeting – Monday 11th May 2020

Zoom at 11am

1. Welcome

In attendance: Phil Slater, Anne Staley, Vivienne Watson, Steph Ward, Keith Shaw and Minna Egan

2. Apologies

Kay Mathews and Jan Rolfe. Amanda James and Ann Mitchell have resigned.

3. Minutes of last meeting

Item 5 is done in that Keith will stay on as Treasurer and manage the bank account and Steph will manage Beacon and chasing PFV fees until the AGM.

4. Matters arising

None

5. Committee activities since last meeting

Steph emailed a list of activities that were circulated to the Committee prior to the meeting.

6. Recruit a Group Convenors Co-Ordinator and Deputy Co-Ordinator

Viv had circulated wording concerning recruiting the above via email prior to the meeting. It was agreed that Viv would contact Trudi in order to include this ask prominently in the newsletter, the deadline being the 14th May.

Action: Vivienne

7. Newsletter

It was agreed that Phil would write an article for the newsletter mentioning that the committee met via Zoom, that in October we will have a recruitment drive on the 1st October at St Stephen's Church, remind members about Facebook, and also the possibility of holding the AGM via email.

Action: Phil

8. Membership

Anne reported that many members have lapsed until October and more members have resigned than usual but that in comparison to the AGM last year we roughly have the same numbers. Anne recently sent out reminder letters and has had around 12 responses, mostly renewing. Anne said that recruiting in October would be useful for recruiting new members.

Viv volunteered to make arrangements to pencil in a date with St Stephens for the 1st October 2020. This is a good location and was successful 2 years ago. We could have a table for membership and tables for Groups and their leaders. We need to have forms available on the day especially as this is the date for the half years membership renewals. This could also serve as our U3A Day and would be open to non members also. It would also be advantageous to have leaflets from head office available and perhaps our recent newsletter.

Action: Viv booking St Stephen's

Anne re leaflets from head office, membership forms and recent newsletter

9. Committee and member communications going forward

No sense in communicating with members this month as the newsletter will soon be out. The committee will hold another Zoom meeting on Thursday 11 June 2020 at 11am

10 Housekeeping

Website review?

Steph said that some information is out of date and that the website needs a thorough overhaul. Steph is happy to undertake this but will need help from Dave and Ivan. A large area is Groups so help from Daphne would also be needed.

Action: Steph

Policy reviews?

Phil reported that for the last few years it has been difficult to get information from head office and that in the last 3 years policies have been written as and when necessary. There was no template for a Disability policy so this was created in house due to the fact that there had been incidents. Likewise there was no Safeguarding template so was written in house.

Steph said that on the National website in the advise section there are various templates.

Viv felt there should be a process of review. Policies should state when they are written and the due date for review needs to be stated on the policy also.

It was decided that if head office have a template for a policy we would possibly need to create our own. We will see what these policies are then decide whether we want them through a working party consisting of Viv, Steph and Phil. This will be a separate meeting just about policies.

They will bring their decision to the next committee meeting where after a policy per person will be farmed out to each committee member.

Action: Phil, Viv and Steph

Any other?

None

11. U3A Day

This has been dealt with in Item 8. A press release needs to be issued a month before the date of 1st October 2020. Viv offered to word this for us to review.

Action: Viv

12. Treasurer's report

500 have signed up not 600 as stated in the report. Keith will alter this then put in the newsletter. Keith said that the numbers have not been audited. He said that this year we have done well whereas quite a few others are not in a good place. There are no payments due, other than £1,300 for mailings for the year, until the payment to St Stephens in October.

As regards paid for venues, Keith does not chase through the year but usually does it at this time so reminders are about to go out.

13. Group Coordinator's report

This had been sent out to the committee prior to the meeting.

Between the 6 committee members attending there are 10 activities involving zoom. Phil could mention this in the newsletter

14. Speakers' Secretary's report

Jan was absent and there was nothing to report other than all meetings have been cancelled up until September.

15. AGM

Via email?

It was felt we should give it a go. Keith and Phil suggested that in the newsletter we give notice that we would like to hold an AGM by email in order to see what members think. Phil will give his email address for members to respond to. Consequently by the next committee meeting we will have a clearer idea of the way forward and decide then. Phil will float the 22nd October which is the provisional date if we were planning a physical AGM but if we agree on an AGM by e-mail this would be done much sooner.

Action: Phil

16. AOB

None

Date of next meeting: Thursday 11th June 11am via Zoom