

## **Exeter U3A Minutes**

**Committee Meeting – Thursday 11<sup>th</sup> June 2020**  
**Zoom at 11am**

### **1. Welcome**

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

### **2. Apologies**

Kay Mathews

### **3. Minutes of last meeting**

Agreed

### **4. Matters arising**

Viv suggested that we pay £140 to book St Stephens for U3A day on the 1st of October as we are going to need a long day due to setting up and dismantling. This was agreed and this date has been pencilled in with St Stephens.

Anne reported that the U3A leaflets is now a suspended service. We will keep this on the agenda to remind us nearer the time. Jan suggested we look into doing leaflets on our own and investigating the cost involved.

### **5. Website review**

Steph said that creating a website from scratch is not realistic. The committee agreed to Steph having access to edit the website. This will create a lighter load for Dave and Ivan and it is helpful to have a committee member involved. Dave and Ivan are both happy for Steph to do this. Phil expressed his thanks to Steph for doing this.

### **6. Policy reviews**

Steph, Phil and Viv are involved in renewing and reviewing policies of which there are around 12 or 13 to do. Before the next meeting Steph will look at producing a Finance policy. Phil will review 'Access to Disability', Viv will review 'Complaints, Disciplinary and Grievance' also seeing if this overlaps with 'Safeguarding'. Phil felt that 'Disciplinary' was heavy handed and that we should be relying more on common sense. Anne will review the 'Membership' policy which is outdated. At the next meeting we will learn of the progress made.

**Action: Phil, Steph, Viv and Anne**

### **7. Membership report**

Anne reported that 518 have paid up, down from 700 this time last year. 76 are lapsing till October, and 33 have resigned. Anne has sent a further reminder stating that if she has not heard by the 20<sup>th</sup> June she will resign them. Anne wanted to know whether to lapse or resign them if they have not renewed by 20<sup>th</sup> June. It was decided to lapse them.

Anne will write in September to remind those who are deferring until October.

## 8. PFV

Phil reported that he has had no response from a member to his email regarding non payment. Phil wondered if he should resend his email. Viv remarked that the ball is in her court so no need especially as she is probably waiting to see what will transpire in the coming months.

## 9. Devon Link report

Keith reported that some U3As are going to have a hybrid AGM having as many people as possible on Zoom but offer email as a way of people contributing to the meeting and voting.

All U3As are losing members due to the present situation.

Keith reported that we are able to obtain a grant from the Trust for U3A day which we will need to explore.

Some U3As are taking up zoom licenses ie Teignmouth, at a cost of £160.

## 10. Recruiting a Group Convener Co-Ordinator and Deputy Co-Ordinator

Viv reported that Daphne has had no response to the Group Conveners Coordinator and Deputy post from the advert in the Newsletter. Daphne suggested that in the next newsletter she will put in a piece. Anne reported that Andrew may possibly take it on but will need lots of support. He will have a chat with Daphne.

Viv feels we also need a deputy. It was decided that there will be an ad in the next newsletter.

Anne felt there should be discussion on the way forward as to the responsibilities of the Group Co-Ordinator, for instance regarding the Groups Cafe and the New Members' Cafe. Possibly Anne should take responsibility for the latter rather than Daphne.

It was noted that 'Going Places' is ceasing.

## 11. Treasurer's report

Steph is doing all the accounting on Beacon and dealing with Pfvs. Keith is tracking payments. Keith reported that we are in a good financial place.

Keith reported that there were few outgoings but that they were big ones. U3A Trust sent out invoices early, Stormpress had problems with their email so Keith received 3 invoices at once, one of which was for last year but has been put in for this year.

Regarding PFV Steph presented a report showing the amounts of PFV fees collected, written off and still outstanding. After some discussion it was agreed that PFV fees are very reasonable and no-one should expect to keep attending meetings without making the appropriate contribution. Steph will chase all remaining outstanding amounts again early in July.

**Action: Steph**

## 12. Group Coordinator's report

Daphne reported to Viv that many people are using zoom and email which is working well. There are some concerns and queries from people wondering if we have received advice from the U3A Trust as to when groups can meet again and wondering what advice we can give. We have received no advice from head office and Phil said the important thing was that we should all be following government guidelines. Groups also want to know whether they are covered by insurance if they resume their Group. Keith said that if the groups follow government guidelines and we have paid our fees to U3A then they are covered by insurance.

A monthly update from the committee is due next week so Phil will send this out by email. In his update he will incorporate information that the U3A Trust has emailed giving guidelines, and that we must also follow government guidelines. Phil will send this out this weekend for the committee to look at.

**Action: Phil**

### **13. Speakers' Secretary's report**

Jan – nothing to report. All in place and speakers are to get in touch when things change.

### **14. AGM - via email?**

Phil reported that there have been 4 responses, 3 against and one for. On Facebook, of which there are 91 members, Steph reported that 61 saw the post but only 3 commented. A few members are against as they like the social aspect but most in the Circle Dancing and Mahjong groups are happy for it to go ahead either via Zoom or email or a combination of both. It was observed that it will be hard to get 100 people assembled in one room for some time so various options were discussed. It was decided that we will stick to the date of 22<sup>nd</sup> October 2020 as by then we will be in a position to make better decisions regarding our method of meeting.

When Phil writes his update he will remind members of the date of the AGM. Phil will reiterate the need to respond to his request as if we can't hold it physically it will have to be via email.

We need to give 6 weeks notice and Minna will look at the outline time table for holding an AGM.

Steph suggested that if it is to be a physical meeting we could have proxy voting. This will be discussed at the next meeting

**Action: Phil and Minna**

### **15. AOB**

Anne wanted to pass on to the Committee how much people value their membership.

Jan volunteered to help with the U3A Day leaflets.

Steph informed us that there is an induction video on the U3A website which she watched, also that U3A are advertising zoom trustee training session for new committee meetings which Steph has signed up for. Also learning about zoom, on zoom, which Steph will look at and which may be useful for members to know about. She will let us know if they are of any use so as to pass this information on.

**Action: Steph**

**Date of next meeting: Monday 13<sup>th</sup> July 11am via Zoom**