

**Exeter U3A
Committee Meeting - Monday 16 March 2020
Mint Methodist Church 2pm**

1. Welcome

In Attendance: Phil Slater, Minna Egan, Anne Staley, Vivienne Watson, Steph Ward, Kay Matthews, Keith Shaw, Jan Rolfe, Amanda James.

2. Apologies

Ann Mitchell

3. Minutes of last meeting

Minutes of the last meeting on 20 January 2020 agreed.

4. Matters arising

Minute 3 - Phil has amended the wording on the website re U3A member participation in research projects

Minute 10 - Eileen Digweed has been found a possible leader for the Learning to be Retired Course but this is currently in abeyance

Minute 12 (c) - Amanda informed the meeting she has decided not to stand again for the Committee.

5. Coronavirus

In light of government advice that people over 70 are likely to be told to self-isolate and as many of our members are over 70:

- a) The AGM currently scheduled for 23 April be postponed indefinitely
- b) The monthly meetings currently scheduled for 26 March, 28 May, 25 June and 23 July be cancelled
- c) All interest group meetings be recommended to cease immediately until further notice

During the ensuing discussion these proposals were agreed. It was noted that our current Constitution says we should have one Annual General Meeting in each calendar year so a postponement of several months is not a problem

As no committee elections will take place in April the current committee would continue in place for the time being

Keith and Steph would need to agree how best to manage the treasurer responsibilities from one financial year to the next

It was also agreed that there would be no more committee meetings until September but that the committee would communicate regularly by e-mail to deal with any matters arising and communicate with Members

Some groups may still wish to meet, particularly those taking place outdoors, and the committee could not prevent this but to note the position with insurance

Actions required as a result of these discussions:

- a) Phil will draft a letter to notify all members for Minna to send out by e-mail and Steph to send out by post
- b) Phil will ask Daphne to contact the convenors
- c) Phil will ask the Mint to cancel all room bookings until further notice
- d) Jan will notify monthly meeting speakers about the cancelling until further notice
- e) Viv will contact Penny and Daphne about cancelling the planned Convenors Café on Thursday 19 March

b) Anne will cancel the New Members meeting planned for Friday 20 March

6. Treasurer's report

Keith had circulated a copy of the current financial position to Committee members in advance of the meeting. He said the income exceeds expenses to the end of February but capitation fees of approximately £2,300 had been paid in March. Finances were in good order.

Steph asked about the policy on expenses as she had attended the "Keeping it Legal" training in Weston-Super-Mare and would like to claim her travel expenses. It was noted that the committee had not formally agreed a mileage rate previously but would adopt the HMRC Mileage Allowance Rate (currently 45p per mile) as suggested in the U3A model policy.

It was suggested that a financial policy is clarified for presentation to the committee. Steph will do this.

Steph clarified that the Membership fee for Associate Members is the individual Membership fee minus the capitation fee. As the capitation fee is currently £3.50 this makes Associate Member fees for 2020/21 £18.50 for a full year, £7.50 for a half year and £14.50 for a current Associate Member renewing by 31 March 2020.

Keith had received a query about different membership fees for couples who only received one copy of TAM (the Third Age Matters magazine) or individuals who did not wish to receive TAM. Steph pointed out that there are currently Individual and Associate Members and that we could have Joint Membership as a third category and a no TAM fourth category but this would make administration more complicated. It was agreed that this was not a sensible move. This issue could be proposed/ raised at the AGM by the lady who had enquired if she felt strongly enough about it. Keith will inform the individual who brought this up.

7. Group Coordinator's report

A copy of the Group Coordinators report had been circulated in advance of the meeting to all Committee Members

Steph brought up the issue of the Groups Fair which is a useful event to run but the Mint is not a very practical venue. Vivienne said she can contact the St Stephens venue where a successful Groups Fair has been held in the past with a view to booking 28th January 2021.

8. Speakers Secretary's report

Speakers have been booked until January 2021. Jan will contact/ write and stand down speakers until September.

9. AGM

Postponed – see item 5 (above)

10. Beginners Italian

A Member had requested that text books be funded. It was agreed that this was not appropriate. The individual will be informed by Anne that this will not be funded by U3A

11. SLP Shared learning projects

No further action

12. Devon Link meeting

a. Free day workshop in April

Anne reported she had gone to the Devon Link Meeting and a workshop 'How to create a culture within our U3A of members volunteering' was planned. It was agreed it would be useful for someone to attend this but it is now unlikely to go ahead

b. U3A day 3rd June.

Anne had been asked what the committee was going to do to promote U3A. Vivienne had found out it wasn't a recruitment objective it was about awareness. Steph said other groups were organising public events and running publicity campaigns. In the light of coronavirus restrictions the date has now been moved to 1 October 2020 which is International Day of Older Persons. It was proposed we look at this again at another time.

13. Website enquiries when on holiday

It was suggested an arrangement is made to cover for people being away. Any Committee Member who is away on holiday or unavailable to deal with e-mails for any length of time should make arrangements with another Committee Member to deal with their incoming e-mails to make sure important communications are dealt with on a timely basis.

14. Newsletter

Phil forwarded an email from Marcia regarding the newsletter. We have designated people (members without e-mail addresses) who have the newsletter printed but others just want the timetable of group meetings and contact details. Suggested solutions were:

a) An enlarged timetable and contact details could be printed and pinned to the U3A display board but this would need someone to organise it and bring the display board which is difficult as we cannot store it on site and are no longer allowed to park a car on site

b) The back 8 pages of the newsletter could be printed for members to take away or buy. The difficulty would be knowing how many to print and how to ensure they went to the people most in need got them as well as the cost involved. It was suggested that Marcia has a copy of the calendar and contact details for people to look at the Monthly Meetings and gauge demand. Steph could provide this when she organises the printed copies for Members without e-mail. This was agreed as the most likely solution and Phil would let Marcia know.

It was also suggested that Marcia could bring a laptop or tablet for people to look at the timetable and contact details on screen. Referring back to Marcia's original e-mail it seems she does not possess either of these.

15. Tutors

In line with national policy U3A will not fund tutors for groups.

16. AOB

A letter had been received from someone who would like to show a film about life in Bangladesh to all members and make a collection for charity. It was suggested he contacts Jan to be put on the speakers list but this was not considered appropriate as we cannot collect money for other charities. Minna will decline the offer.

Steph brought up the issue of membership cards and it had been agreed we don't want a membership card due to expense.

Steph asked about new Committee Member induction. Keith said someone from the national group would come and talk to the committee if necessary. Steph felt this could be helpful but was more interested in the detailed operation of our own Exeter U3A committee.

Steph asked where new guidance and information about meetings and courses came from. It was clarified that new guidance comes down from U3A and the committee responds. Some information comes from Devon Link. It was suggested that in the future a Committee Member was nominated to be a liaison person. Keith pointed out that he has previously been the Devon Link person from the committee. It was felt this flexible arrangement works quite well. It was thought that this link can continue in the future or Francis Berry from the South West U3A Regional Support Team can attend the meeting. It was suggested that Francis comes and talk to the new committee in due course. Viv brought up the subject of the age demographic which came out from National office, as age isn't on the Membership form and asked how they would have got their information. Apparently several groups had been sampled.

Phil said it would be important in light of future meetings not taking place for a while that we need to keep in close contact by email.

Further dates for committee meetings will follow