

**MINUTES OF EXMOUTH AND DISTRICT U3A SPECIAL COMMITTEE
MEETING:
20 MARCH 2020 BY SKYPE**

Present: Sandra MacQueen (Chair), Christine Chittock, Maurice Chittock, Richard Morgan, Keith Phillips, Ian McLauchlin, Camilla Benyon, Olwen Smith John Hunt

1. **Apologies:** Lyn Holmes, Sheila Clarkson

2. **Committee member.**

The committee agreed unanimously to the co-option of John Hunt to the committee. John has also agreed to take over as the newsletter editor when Chris steps down after the May edition. Sandy said we will be seeking a deputy editor.

3. **Committee meetings.**

This is our first meeting by skype and if successful committee meetings in the immediate future will be held by this method. Thanks to Maurice, Ian and John for setting this up.

The main problem was that Camilla could hear but could not speak during the meeting.

4. **Latest Advice on coronavirus.**

Various reports and information had been circulated beforehand making it clear that meetings and social gatherings need to be cancelled.

5. **Monthly meetings at the Pavilion.**

At the time of the meeting, LED had not proposed to close the Pavilion for our meetings. However, following a change in government policy later on in the day, LED has announced that the Pavilion will now be closed until further notice

The AGM will be rescheduled for July with a fall back date of August if the quorum of 20% of membership cannot be met in July. A further delay to the AGM may of course be necessary. In the meantime the existing committee will continue. **Action: Keith**

The speakers affected will be contacted and if possible alternative arrangements made. **Action: Christine**

6. **Social Committee.**

All trips have been cancelled and Richard will deal with any refunds in April.

Action: Richard

Sandy suggested that the social committee should be asked to consider other ideas such as setting up contact groups and buddy links, investigating where to

buy on line and what other services are being provided for our membership age.
Action: Sandy & Lyn

7. Communicating with members.

The following formats will be used:

- Email via Beacon – a quick way to reach 97% of members. Sandy will send out a summary of the key points arising from this meeting. **Action: Sandy**
- It was agreed that a weekly bulletin would be desirable which is to be co-ordinated by Keith. **Action: Keith**
- Newsletters – the monthly one will continue
- Website – group pages need to be updated and information about covid 19 could be placed on a separate page. Sandy to speak to Marion.
Action: Sandy
- Facebook – it was agreed that the use of this should be expedited with Ian as the moderator and approver of postings. **Action: Ian**
- Cascading – by telephone ideally through groups. **Action: Sandy**
- New members – need to keep in touch with these. Christine agreed to liaise with Sheila. **Action: Christine & Sheila**
- Members in self isolation – try to identify any that need help through the group organiser. It was pointed out that many members may have support from family, friends and other local organisations. Some members may not belong to groups.
- Members not on email – can send out information by post when necessary and also consider a buddy system. Also committee contact details should be sent out to those not on email. **Action: Sheila & Lyn**

NB We must not overload members with too many emails and must avoid duplication. Most information can be posted on the website and facebook.

8. Group meetings.

Organisers have an important role in keeping in touch with their members and assisting to identify 'at risk' and self isolating members.

Some groups will be able to continue with the use of skype and other means of communication. It was agreed that a technical advice group was required and John agreed to act as the point of contact for nominations. **Action: John**

9. Other opportunities.

John outlined various ideas for on line learning and the possibility of podcasts etc. The Connect & Learn website should be available for all members. There could be considerable benefits with for example sharing physical exercise. John agreed to be the contact for ideas for on line groups and also would contact TAT. **Action: John**

Other suggestions were for a virtual café and a large tea party when finally the restrictions are lifted.

10. Membership renewals.

The report from Maurice and Olwen was noted. It was agreed that the annual membership fee and renewal date should not be changed. Olwen offered to assist Maurice with membership renewals. **Action: Maurice & Olwen**

11. AOB

Ian offered to help all committee members especially John if their actions became onerous and the work could split.

Next meeting: 7 April by skype. 14.00 am start.