

## MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING

1 September 2002 BY ZOOM

Present: Christine Chittock (Chair), Ian McLaughlin, Maurice Chittock, John Hunt, Olwen Smith, Lyn Holmes, Sheila Clarkson, Camilla Benyon, Anne Howard, Jan Collett

### 1. Apologies: Richard Morgan

**Preliminary:** Christine welcomed our new members Anne Howard and Jan Collett and outlined our zoom meeting conventions for the new Committee members

### 2. Minutes of meeting 4aug20

These were agreed without amendments.

**Action:** Ian to send Christine a copy suitable signed, and file appropriately.

### 3. Action sheet 4aug20 meeting

1. All reconciled.
2. Olwen – all done.
3. Continued when Richard present.
4. Maurice to email about suitable dates.
5. Database Manager role – ongoing.
6. Defer TAT fee increase, proposal accepted.
7. Circulate SW regional representative info. Done
8. John – all done.
9. Lyn has summarized TAT on covid-19. The Committee thanked her for doing an excellent job.
10. Voting before AGM was successful enabling us to determine at the outset that we were quorate.
11. Card reader acquisition. Ongoing as Richard was absent.
12. Marion invited to November meeting. Discuss Website at October Meeting.
13. Committee Meeting dates – keep the December one, try to avoid August in future.  
Availability and timing of committee meetings. Christine explained the background to this, that in May 2018 the committee meetings were the day before the monthly meetings. This proved difficult for preparing for the monthly meetings and this had improved considerably once the meetings changed to the first Tuesday in the month. Christine noted that Richard had been concerned about dates with timing of account reporting. John added that he thought that it was important to consider the timing of the committee meetings in relation to the monthly meetings. **Action: Christine** to email Committee to find most favourable day for meetings
14. Try to firm up on Pavilion and Albion Court dates. Christine mentioned that she had queried the January 2021 dates for the Pavilion so that she could be sure before

booking speakers for 2021, so her understanding was that 2021 had been confirmed. **Action:** Ian to make enquiries about status of dates already given to Pavilion and Albion Court, payment requirements etc.

15. and 16. Delay consideration of U3A Day 2jun21 and 10 year anniversary till Jan 2021.

17. See Agenda item 9.

#### **4. Minutes of AGM 13aug20**

To be submitted for approval at the next AGM.

#### **5. Reports from Committee Members**

Facebook and Connect on Thursday Christine thanked Ian and John for their efforts in maintaining both of these U3A activities. **Action:** Ian to reply to Exeter U3A's enquiry asking what sort of Zoom account we have.

Membership Olwen reported that renewals are continuing and numbers creeping up so that August numbers are not too different from those in 2019.

New Members Sheila reported that after an influx in Feb and Mar, it was necessary to decide when to restart New Members meetings. Lyn was concerned about the Blackmore Theatre's Covid policy. **Action:** Sheila will investigate for a maximum of 12 members.

Newsletter/Technical team John reported that there'd been 4 or 5 requests for technical help in August. The Committee recognised the amount of work that had gone into producing the Newsletter and wished to thank John for doing a splendid job on that and also Lyn and Anne for their input.

Report from the Chair Christine mentioned that Devon Link had been in contact about recruitment but explained that we currently have other priorities. She would be attending their next Zoom meeting on 5th October and asked for any other volunteers. Anne said that she would attend.

Speakers Co-ordinator Christine outlined the 'Drive Safer for Longer' workshops in October by Devon County Council and their limit of 20 members per session.

Treasurer's Report In the absence of Richard, there was discussion of our satisfactory balance which stood at £12223.28. Olwen suggested that we should consider ring-fencing some of those funds to support our future plans for the 2021 and 22 events.

Groups Report There was discussion about venues for smaller groups coming out of lockdown and the idea of a contribution of funds from our U3A for this, possibly for a limited time period up to the end of December 2020. **Action:** Lyn and Sheila to investigate costs and discuss with Richard in time for the next committee meeting. **Actions:** Ian to include on Agenda for next meeting. **All** to let Lyn have venue suggestions.

#### **6. Covid Guidelines for Groups**

Lyn has sent these out. The committee thanked Lyn for the excellent way she'd condensed the large amount of documentation into a useful and concise listing.

## 7. Committee Roles and Workload

Members felt generally that, having got over the initial handover and got through the initial stages of any new committee roles, they were fine. John pointed out that it may be a good idea for there to be an informal deputising arrangement for unexpected occurrences like sickness. Maurice reminded members of succession planning as used last year, as a means of recruiting helpers for committee members and to familiarise them with those roles with a view to succeeding to the role in future. Christine mentioned that the Speakers Co-ordinator could benefit from a "shadow". Christine added that shadowing had been beneficial in the past and it gave committee members time to see if they were interested in taking on the role at a future date. Christine pointed out that someone was needed to introduce the speaker on 24sep20 and give a vote of thanks and John volunteered. **Action: John.** Ian offered to write the Review **Action: Ian**

## 8. Communications and Bulletin

It was agreed that we need to cut back on numbers of emails. Don't always copy the whole committee in, only those who need to know. Also it would be helpful for long threads of emails, to indicate in the Subject field if the topic changes.

It was felt that the frequency of issue of the Bulletin was now too great after it had fulfilled its original purpose at the start of lockdown and that we should stop after this week's Bulletin 24 with the option of reintroducing if and when necessary. Christine mentioned she appreciated Keith's (our former Secretary) work on the Bulletin and that this had been taken over very well by Ian.

## 9. Data Protection and Privacy Policies

Ian had drafted these after Christine discovered that we didn't have them in place. Ian asked for any comments. **Action: All.** It was suggested that holders of each role should look at, and if necessary rewrite, their Role Description. **Action: Committee Members with roles.**

## 10. AOB

Christine suggested that in future AOB should appear near the beginning of the Agenda, thereby giving committee members time to think about topics during the meeting **Action: Ian.**

Lyn suggested we look again at Albion Court for committee meeting venues, **Action: Ian to look into that.**

John drew attention to his circulated document on Planning for Post Lockdown. This should be on the Agenda of the next meeting **Action Ian.**

## Next Meeting

This will take place by Zoom on Tuesday 6oct20 at 14:00 with a new Committee Only Zoom link.

Signed:



pp. Christine Chittock, Chair

Date: 6oct20