

**Present:** Christine Chittock (Chair), Ian McLauchlin, Maurice Chittock, John Hunt, Richard Morgan, Olwen Smith, Lyn Holmes, Camilla Beynon

1, **Apologies** Sheila Clarkson,

2. **Any New Business** JH asked who is eligible to join an U3A branch. LH mentioned recruiting – to be covered in Item 12 Post Lockdown (PLD). CC mentioned the national U3A AGM survey – see A.O.B.

3. **Minutes of Last Meeting 5jan21**

The Minutes were agreed without amendment.

4. **Actions from 5jan21 meeting**

1. Speakers to provide photos – ongoing, no need for further Action.
2. Help for new members – OS said no contact information for only 6 or 7 and has visited a disabled member and provided her own contact information. CC will discuss under item 12 – PLD.
3. Coffee and chat – On hold for SC. Can remove from action sheet.
4. Venues for disabled – again on hold.
5. Look at other video platforms – JH, MC and IM had examined MS Teams and Google Meet. It was concluded that Zoom is far superior, especially for new users. CC thanked the Tech. Team for their time and effort in testing out these facilities and reaching their conclusion.
6. 7. and 8. PLD – see Agenda item 12.
9. RM Certificate problem – MC had looked into it with RM and hadn't been able to discern the problem. JC and IM suggested temporarily disabling the Antivirus program to check if that was the cause.
10. Member renewals. MC and OS had discussed this. RM wasn't happy about the way membership renewals trickled in in Feb/Mar and would prefer all such transactions to be in the same Financial Year as their relevance. He would hold back any such renewals till April. OS requires any new members to pay their first subscription by cheque as that made assigning Membership Numbers more straightforward. We need that number on Standing Orders. CC thanked MC, OS and RM for their collaboration on this to sort out the problem. **Action RM** to ask for a cheque for first Membership Payment.
11. Zoom Contract Payment Invoice – action complete.
12. Speakers and Chair Role description – Agenda Item 9.
13. Role descriptions – We require Role Descriptions for Secretary and Treasurer **Action IM and RM.**
14. Financial reserves – remove from Agenda.
15. Prospective member – OS had replied with email and phone contact information.
16. and 17. See Agenda Items 6. and 11.

## 5. Reports from Committee Members

Treasurer – Report not received, re-sent. Nothing to note except that funds were being transferred from HSBC to Lloyds Account.

Publicity – CC thanked CB for sending out Newsletters promptly. LH offered help if needed.

Membership – OS said that emails had gone out and was collaborating with MC on this.

Secretary and Facebook – IM said that it had been a quiet month for Secretary but answered a few queries. FB membership now stands at 185. He had become less patient with FB applicants who didn't answer joining questions and waited only a day or so before declining their application.

Groups – CC said that it was interesting and welcome to see input from Groups in the Newsletter. And that it was good that Susi Aubrey had opened her Group up to all members when there will be a visiting speaker.

Technical and Newsletter – JH noted that his online Astronomy Group had had support from a Fellow of the Astronomical Society and a page on the national U3A website. CC congratulated John on behalf of the Committee on the National Coverage of his Group work and noted his forthcoming attendance at the U3A Development Committee.

Database – MC confirmed that he was the correct contact on member email address corrections and said that more Beacon Training for Group Organisers was planned.

Speakers – CC noted that because we are currently meeting online it was easier to get speakers from further afield.

Chair – See Agenda Item 12. Post Lockdown Planning.

## 6. Succession Planning

CC was planning to stand again at the May AGM. JH thought it was important in principle to have a Vice Chair and IM thought that, in order to apportion such roles, we do need more Committee Members. RM agreed. CC had invited observers to our Committee Meetings in the February Newsletter and hoped that may encourage new Committee Members to stand.

IM said that he would be willing to stand again as Secretary.

RM is happy to do one more year but would like an Assistant Treasurer to shadow him for a year before he leaves in 2022 and then, hopefully, take over. **Action CC RM Publicise**, before the AGM, the need for an Assistant Treasurer.

LH is happy to stay on as Group Co-ordinator. Similarly OS is happy to remain as Membership Secretary.

CC said that SC, New Members Co-ordinator wanted to stand again at the AGM, while CB would also stay on as Publicity Co-ordinator.

MC would continue as Database Manager.

JH said that he wanted to relinquish his position as the lead contact on the Technical Team and hoped that someone could take up that role.

CC summarised that we need to fill the roles of Assistant Treasurer, Technical Team Leader, Speakers Coordinator and Vice Chair.

## 7. Exmouth Pavilion Covid Risk Assessment

CC had been in correspondence with the Pavilion's Lyn Goulder who had been very helpful and understanding. It was noted that their Risk Assessment was somewhat out of date, having

been written in June 2020 and, in particular, more attention was felt to be needed on the aspect of ventilation.

Christine shared a chart she had prepared from an online covid 19 vaccination calculator. There was discussion on the projected dates that each cohort of the population who it was intended to vaccinate might be regarded as having sufficient immunity to meet up again in person.

Opinions were sought on how Committee members felt about being present to welcome and supervise members at a future Pavilion Meeting. IM said that, being in a vulnerable age group with health problems, he would be very wary of being involved until the pandemic was clearly over. In particular, he felt strongly that it was premature to talk in terms of a date when we still had no idea, nor information, on how the pandemic may develop, including the effect of new variants and how effective the current vaccination program might be. RM agreed and supported the view that we MUST decide to hold the AGM in May online as last year. IM pointed out that since we already have the Zoom alternative in place there was no pressing need to meet in person. CC said that it was a huge Committee Responsibility and that it was important that we had discussed this so that we could now say to members that it was unlikely that we could meet up again in the Pavilion before 2022.

#### **8. Planning for the AGM –13may21**

CC said that formal notice of this should be sent out after our Committee Meeting in March. **Action IM.** Place a fuller discussion of AGM requirements on the March Meeting Agenda.

#### **9. Rolling item – Chair and Speaker Role Description for Approval**

This was approved by the Committee.

#### **10. Trustee and Member Code of Conduct**

CC noted that she couldn't find these on the website and they need to be present, along with all other such documentation. JH said that it was important that we had something there and if necessary they could be changed/revised later. CC said that we needed to have a good look at what policies we have in place on the website. (See Action IM, 13. A.O.B.) The documentation was approved as suitable for website publication and CC would ask Marion Ricketts to put these on the website **Action CC.**

#### **11. Planning for National U3A Day 2jun21**

CC and JH had both attended an excellent meeting on this and the occasion was definitely going ahead this year, despite any covid regulations. It was therefore likely to take place virtually/online. One suggested idea from CC was to consider featuring Deirdre Devereaux in a virtual recording of her excellent song which we heard at an earlier Thursday Meeting. It was thought that we should have a working Party to plan this and LH and OS offered to get involved. JH suggested that Susi Aubrey should be involved because of her expertise and CC agreed to contact Susi **Action CC.** CC felt that we might be able to plan some outdoor activities such as cycling and walking depending on the restrictions at the time. JH suggested involving local papers and other media and include strategic use of Facebook and Twitter. CC thought that we should co-opt members attending our Connect on Thursday

Meetings to help organise the day and that we should reduce our planning workload by combining the national U3A 40<sup>th</sup> with our U3A Branch 10<sup>th</sup> Anniversary.

## 12. Post Lockdown Planning

JH outlined his work on this, including his SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis. He identified 3 short term and 3 long term suggestions for action, listed in his document 'Revised thoughts on Strategy 'dated 2feb21. For the short term, succession Planning and the need to recruit new members featured and there was discussion of what skills were needed and what could dissuade potential new recruits. CC mentioned that one of our Meeters and Greeters, Marguerite Telford had died and wanted to minute our sincere appreciation of her tremendous support to our U3A over the years.

Regarding induction training CC said that it was worth committee members looking at the National U3A Induction Training video. LH mentioned that it would be important to consider how we word the committee's need to recruit new committee members.

**Action IM** to include on the Agenda after the AGM on item for new Committee members.

In the longer term, we need to organise the National U3A Day and consider the need to continue virtual sessions, probably beyond the time when any current lockdowns and pandemic restrictions may, hopefully, have receded.

CC thanked JH for his considerable and helpful input on this subject.

## 13. A.O.B

Discussion returned to the eligibility of new members to join. JH felt that if younger people were keen to join and were enthusiastic and time-flexible, then we should welcome them. CB thought that age was not necessarily a strict criterion. **Action IM** to include this on the next Committee Meeting Agenda. CC mentioned that we had a younger member who also had a disability. **Action JH** to look into membership eligibility criteria.

CC summarised the discussion on preparing for the AGM. All agreed that we should hold it online as last year.

On the subject of the National AGM survey, there was discussion on the best time to Vote for Proposals. OS proposed the September meeting and this was agreed.

CC confirmed that, at the next Meeting, we need to consider how we approach the detail and publication of Role Descriptions. **Action IM** - include this on March Agenda. **Action IM** - look at policies on the website and note any that are missing.

## 14. Date of next meeting 2mar21 at 13:00 by Zoom.

*Ian McLauchlin, Secretary*

*date 4feb20*

Signed:



Date: 3mar21

pp. Christine Chittock, Chairperson