

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

1, Apologies Sheila Clarkson,

2. Any New Business

JH asked what was intended for the recordings of 'Connect on Thursday' sessions. See later. CC noted that she wanted to deal with our Equality Policy under A.O.B. and at the next meeting. **Action IM put on Agenda of April meeting.**

3. Minutes of Last Meeting 2feb21

The Minutes were agreed without amendment.

4. Actions from 2feb21 meeting

1. Ask new members for initial payment by cheque OS has amended the membership form.
2. Role Descriptions for Secretary and Treasurer See Agenda item.
3. Assistant treasurer role CC has had an email from Maureen Phillips expressing interest. She has been referred to CC and RM for further discussions.
4. AGM discussion March meeting On Agenda.
5. Trustee and Member codes of practice on website CC done.
6. Contact Susi Aubrey re National u3a day. CC done.
7. Requirements of new committee members on June Agenda **Action IM ongoing**
8. Eligibility criteria for membership Agenda item.
9. Look into 8. Agenda Item.
10. Publication of Role Descriptions Agenda item.
11. Policies missing on website Done and one notified see A.O.B.

5. Reports from Committee Members

Treasurer – RM noted that outgoings were small each month and that income was much less than last year as there was no income from social and other groups because of covid lockdowns. There was further discussion about the membership year vs. financial year. Once the separation is complete it will make rationalising membership income a lot more simple. OS noted that we were getting more members now and they were taking note of the fact that their fees will be taken after 1 April. RM said that membership income from Jan–Mar will appear in the 2021 accounts.

Membership – OS noted that she had received 25 cheques already and will cash in date order. There was some discussion about a requirement to put receiving account information on the front of cheques and it was assumed that since banks take images of cheques received, putting all information on the front of cheques meant that only one image was needed. OS

said that she had received more payments by cheque (400) than by all other methods. CC thanked OS for her work.

Publicity – CC thanked CB for arranging to put a lot of publicity on line. It was noted that at present Clyst Valley news was not printing and Exmouth Journal was not currently printing What's On. CC noted that we have members in Lymstone and their Town Notice Board was a good location. CB had sent the March Newsletter to be printed and copies will be posted back to her for distribution.

Secretary and Facebook – IM pointed out that the recent Jurassic Coast presentation attracted more than 100 participants while our Zoom licence allowed only 100. We are looking into options to accommodate a greater number. JH had been looking into the possibility of concurrent live streaming to an Unlisted YouTube account. **Action JH, IM to test this option.** It was intended to purchase a Zoom Add-on, as last year, to cover the possibility of more than 100 attendees at our AGM. IM noted that some FB Group member applications were clearly bogus and were immediately declined. For example there was a recent applicant who claimed to be an Exmouth u3a member but lived in Zaire.

Technical and Newsletter – CC thanked JH for his excellent work in producing the Newsletter, which is becoming increasingly large and varied and for doing it on time every month.

Speakers – JH related that he had been experimenting, with IM, the ability to stream Zoom videos from Manor Gardens and the Pavilion, using his phone and data allowance. Results were very promising and this looks as though it may be an option, perhaps for the national u3a Day. CC had suggested purchasing a wind muff to avoid audio problems due to wind. It was suggested that the committee look at the test video before the next meeting – planning for National u3a Day. See link

<https://drive.google.com/file/d/1iZDqtetAAXVmmkgqKTlBzcf5A3sW-yWx/view?usp=sharing>

Action Committee.

Chair – See Agenda items 6 and 8. The music video featuring Deidre Devereux, how to distribute it and what performing rights issues may arise if performed in Manor gardens were discussed. JH and CC noted that there may be copyright issues with any aerial shots in a video.

Groups – LH said that there has been nothing to report recently but that may change soon if Groups begin to want to meet inside rather than outside. A new bowls group was proposed in Budleigh. CC noted that, since Stuart Line was local and in the fresh air, this trip would be a good one to begin after lockdown. She asked LH to thank the Social Committee for all their work on our behalf. JH thanked LH for her input on covid for the March Newsletter.

6. Planning for the AGM Thursday 13may21

CC will talk to Maureen Phillips re-Assistant Treasurer post and if appropriate will refer her to RM. RM suggested that a candidate could be co-opted onto the Committee, shadow the Treasurer for a year then take over after the following AGM. It was necessary to prepare a

timetable and other documentation for the AGM to ensure that all the constitutional requirements were observed at the appropriate time before the AGM. **Action IM** to undertake this. We will need to increase the participant limit for the Zoom AGM meeting **Action IM**. Technically the Committee all stand down and then stand for re-election. Specific Officer Nominations are required for the posts of Chair, Treasurer and Secretary while other committee member's positions aren't specified on the Nomination form. CC will check that Marion Ricketts is willing to continue as Website Editor. **Action CC**. It was suggested that, though we don't want to dissuade members from standing, it might be useful for them to note that they would need to be comfortable with emails and Zoom. MC mentioned the previous offer that anyone interested could be invited to join a Zoom Committee meeting as an observer. CC asked if the invitation could be re-iterated in the next 'Connect on Thursday' reminder email **Action JH, IM**. LH commented that we need to be careful that we don't fill all the named posts as we need additional 'floating' committee members. There was a query about whether there was a limit on the number of co-opted posts. **Action IM to investigate**. CC mentioned that we may find individuals listed as working on the 'Study Day' while OS suggested Meeters and Greeters may be interested in a co-opted role. CC agreed that we should ensure we ask for Committee Members in general.

7. Rolling Item, Committee Roles – Secretary, Treasurer, Database Manager

Secretary All were happy to formally accept IM's document. CC asked that all Role documents be described as such and that they be dated and include a Date for Review, usually a year hence. It was noted that IM's role as Facebook Administrator was in a personal capacity and not an official u3a Role.

Treasurer This document by RM was approved. The related document of Assistant Treasurer was approved subject to a slightly modified wording suggested by CC.

Database Manager by MC recommended to be checked for typos after which it would be formally adopted. All Role descriptions should be sent to Marion Ricketts for inclusion in the website **Action IM, RM, MC**.

JH noted that his roles of Newsletter editor, Tech Co-ordinator, FB Moderator and Connect on Thursday Enabler were personal roles similar to IM's FB role.

8. Planning for National u3a day

CC thanked the Working Party and to OS and Robin who attended the first session. CC explained that she had sent the same documents to the committee as the working party with regard to planning and risk assessments and asked the committee for their comments. JH agreed that the group should be commended but he felt that it was ambitious to aim for so much outdoors on the short timescale before summer. LH has also changed her opinion about planning events outdoors and thought that it was a lot of work for National u3a day. MC agreed. OS wondered whether it may be better later in the year or even next year. CC thought that there was a great responsibility involved in a Risk Assessment for Manor Gardens and wondered about an online vent on 2june, inviting say the Town Crier among others. It was noted that the celebrations in 2022 would coincide with The Queen's Platinum Jubilee. CC would approach the Working party to say that the Committee had reservations about the present timing but say how much we appreciate the work that they've been doing. There were

added difficulties associated with the previous Manor Garden event's marquee dismantling. It was felt that an event for 2022 in say the Pavilion's Gardens would be much easier to organise especially as the Pavilion already had their own performance licences etc.

9. Eligibility Criteria for Branch Membership

JH said that the national u3a website was somewhat contradictory on this in that there was a stated requirement that a member should no longer be in full time employment and that they should no longer be raising a family but no minimum age was mentioned. (RM left the meeting at 15:04.) IM thought that the criteria had been decided in a different era when society was stratified according to a different set of norms than it is today.

10. Procedure for dealing with notification of death of a member

OS said that this was an ongoing requirement especially considering the age group of our members and that she had recently dealt with 6 examples. She felt that names should not be erased from our Beacon lists but that we needed to ensure that deceased members don't receive emails, both as a mark of decency and also to avoid upsetting the family. LH said that she would contact Group Organisers to pass any news on and to ensure that they remove email addresses and don't send emails to the deceased. **Action LH.** OS wondered whether we shouldn't clear Beacon of out of date entries (Data protection?). CC thought we should return to the question at a later date and that we should minute that the Committee thought that what was written about Marguerite in the March Newsletter by Alisa Buxton and Rosemary Walsh was very good.

11. A.O.B.

IM to include discussion of the Equality Policy on our April Agenda **Action IM.** JH asked what we should do with recordings of Connect on Thursday meetings. Maybe we should send the link to recordings to people who have specially requested them but not to others. CC will check with Deirdre whether she's happy for her session recording to be sent out. **Action CC.** As a matter of policy, CC always clears any such request by sending the final edited version to the original speaker for final permission before passing the link any further. The 'Mary Anning' video link can be sent to Marion for the website **Action IM.**

CC asked that the subject of Publicity pdfs, u3a leaflets and payment for these be included on the April Agenda **Action IM.** Also, we need to chase up with national u3a the availability of their leaflets and whether we need to pay for these **Action IM.**

12. Date of next meeting 6apr21 at 13:00 by Zoom.

Ian McLauchlin, Secretary

date 6mar20

Signed:



Date: 9apr21

pp. Chair, Christine Chittock