

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

1, Apologies Camilla Benyon **Absent** Sheila Clarkson

2. Any New Business None noted.

3. Minutes of Last Meeting 6apr21 Agreed. Send signed copy to Marion for website **Action IM**

4. Actions from 6apr21 meeting

1. Include Equality Policy on Agenda Postpone to May meeting. Done.
2. Requirements of New Committee Member on June 21 Agenda. **Continuing.**
3. Reconsider YouTube streaming on Summer Agenda, **Continuing.**
16. Include New Model Constitution in Autumn Meeting Agendas. **Continuing.**
18. Include possibility of returning to The Pavilion on May meeting agenda then again after the AGM. **Continuing**
20. Include cost of TAT publicity material on June Agenda **Continuing Actions 2–3, 16, 18, 20 IM**
4. Continue work on streaming JH outlined his work so far and proposes to test a hybrid meeting with his own Computer Group. Continuing **Action JH**
5. Check with RM whether John Ward will audit 21–22 accounts. RM confirmed that this had been done and will send copy to IM for circulation before the AGM. **Action RM.**
6. Purchase Zoom add-on to increase numbers for AGM. IM has delayed purchase so as to include the later Connect on Thursday Meeting with Steve King ‘Music of the 60s’. Will buy add-on before the AGM.
7. Draft Role Descriptions for Facebook and YouTube Administrators.
IM had circulated a draft of the FB Role Description – see Agenda Item. JH will produce a YouTube Administrator Role Description for the next meeting. **Action JH.**
8. Inform CC of any deceased members CC had received some information.
9. Remove ‘South’ from Devon link descriptions in Accounts RM done this.
10. Provide CC with number of new groups since AGM20 Done. CC commented that it was good to know that new Groups were being set up and that was really positive information.
11. Check Keith’s wording prior to AGM20 about voting and include for AGM 21 where appropriate. Done. CC thanked IM for circulating the AGM voting form and all other documentation.
12. AGM 21 Voting form, separate columns for Yes and No. Done.
13. Let CC know of any Social Committee plans for inclusion in Trustees Report. Done.
14. Send out Trustees Report prior to AGM 21 Trustees Report had been circulated to members.
15. Write Zoom Polling Questions ready for Zoom AGM 21 Done and circulated to the Committee.

17. Find views on New Model Constitution from Link Meeting members. CC noted that there hadn't been a Link Meeting since our last Committee Meeting – they're now every 6 months post lockdown. CC will ask for the subject to go on the next Link Meeting Agenda **Action CC**. JH mentioned that Devon FB Group posts can be searched for appropriate comments.

19. Raise cost of TAT publicity material at Link Meetings. CC said again that there had been no Link Meetings yet. She will raise at the next Link Meeting. **Ongoing Action CC**

5. Reports from Committee Members

Treasurer – JH asked for some clarification about TAT payments which gave rise to a discussion on the notification to TAT of membership numbers and how these are defined with respect to membership changes throughout the year. OS said that it would be good to know the total TAT cost per head. MC thought the date of 1 May would be realistic. RM thought that the figure should be based on the Maximum membership during the year and quoted Keith (previous Secretary) in support. IM to check numbers submitted in the Annual TAT return. **Action IM**. RM thanked OS for her collaboration in sorting out issues related to the financial year start date.

Secretary and Facebook – IM outlined his work in compiling and circulating information and documentation for the AGM. He had compiled a spreadsheet with details of voting which had been circulated to the Committee. We were now comfortably quorate. (Prior votes at 7 May 21 = 228.) All found the compilation of thanks which accompanied AGM voting, and which IM had circulated, useful and satisfying. IM would circulate remaining examples when votes were all in **Action IM**. CC said that prior to the next AGM it was important to ensure that all Candidates, Proposers and Seconders were fully paid up members. **Action IM**. RM said that they need to be fully paid up by the time of the AGM.

Membership – CC thanked OS for her work on checking and compiling membership lists and all agreed. OS said that, for those who had skipped a year's membership, she had ensured they knew they would be welcomed back when they felt comfortable attending meetings again. There was some discussion on when renewals were counted as lapsed. RM said that if members were given 30 days grace when renewals were due, that meant that 1 May was appropriate as a cut off date when members who hadn't paid should be regarded as lapsed. It was noted that CB had agreed to continue with her printing and circulating of documents next year and CC thanked her on behalf of the Committee for her sterling work during the year.

Technical Team and Newsletter – CC said that it was good that more and more Groups were now contributing to the Newsletter. JH commented that, while the Newsletter had expanded to 13 or more pages, he expected that future editions would be nearer to 10 pages. Deirdre's song video had been very popular on our YouTube channel. Referring to his Technical Team work, JH said that after an enormous amount of work during the first lockdown, requests were down to a more manageable 2 to 3 per week. He was not now promoting the Technical Team in the Newsletter as the workload had become quite onerous.

Groups – LH was ready to send out a listing of new Groups and this had been a lot of work. CC thanked LH for her work on this and asked if she could compile any comments received for the

Committee. **Action LH.** CB intended to send out Groups List with the Newsletter and would notify RM of costs. **Action CB.** RM said that there had been a first use of the u3a Debit Card and asked all users to send him an associated Invoice for each use and also an explanation of the reason/justification. **Action All Debit Card users.** RM needed to write a Policy Note relating to Use of the Debit Card. He will notify the Secretary when it should be included on a Committee Meeting Agenda **Action RM.**

Database – MC mentioned the information received and circulated about the work to update the Beacon system. He had asked Group Organisers about whether they required training and had received 3 requests. LH asked for details of those. **Action MC.** MC had increased the size of Committee mailboxes and had provided Heart Internet with details of our Debit Card. He will send invoices to RM **Action MC.**

Speakers – CC had updated the speakers lists and IM noted that it involved a lot of work and was well documented. RM asked that proper Invoices be obtained from Speakers and forwarded to him **Action CC.** All were happy not to hold an August Meeting. JH noted that on occasions when he couldn't attend a Thursday Meeting, it would be necessary for IM to start the meeting. IM was happy with this.

Chair – CC said that her report dealt with issues related to returning to The Pavilion, – see Agenda Item.

6. Planning for the AGM Thursday 13may21

CC noted that her AGM Trustees Report outlined relevant information circulated to members. She thanked the 2 retiring Committee members for their work on the Committee and also noted the many words of thanks received from Members. There was an ongoing need to deal with succession planning and hoped that members would volunteer to help the Committee. OS suggested that when she gets back in touch with Meeters and Greeters there may be possible helpers from among those. She was putting a rota system together. IM confirmed that he was happy that all is ready for the AGM. All were happy that Ian Bateman's contribution had been well publicised.

7. Equality Policy

The proposed Equality, Diversity and Inclusion Policy Document had been compiled by CC and circulated. There was discussion of the detailed wording of the Introduction and it was agreed that the phrases 'The adoption of' and 'for the annual return questionnaire' should be deleted. The position of Accessibility Officer had been allocated to the Chair in the absence of any other appropriate member. It was agreed that we should adopt the Policy document subject to the changes to wording mentioned above.

8. Rolling Item, Committee Roles – New Members Co-ordinator and Facebook Administrator

IM had circulated the New Members Co-ordinator Role Description dated 3mar21. It was agreed to consider this as a priority item at the June Committee Meeting. **Action IM.**

The Facebook Administrator Role Description had also been circulated. It was agreed that this was very detailed, should be adopted and be placed on our website. **Action IM.**

JH noted that it was a suitable template for his forthcoming YouTube Administrator's Role document.

9. Possibility of returning to The Pavilion

CC thought that this would become clearer after 21jun when a further Government announcement was expected. There had been no pressure from The Pavilion and the Pavilion contact, Lyn Goulder, had been very co-operative and helpful throughout, and had answered emails straight away. CC thought that before we even consider returning, we need to have a Face to Face meeting there involving Meeters and Greeters to decide on manning and precautions etc. CC had looked at the websites of other large u3as for information and she had concluded that they were in the same position as us, not knowing when they might be able to meet in person again. It's important that when we decide that it's safe to meet we have enough u3a people to man the session.

JH agreed that there was lots to sort out and maybe we should aim (with no great certainty at this stage) to start back in September. We still don't know what the future may bring with the possibility of new covid variants, effect of more mixing, continued effectiveness of vaccines etc. Some members of the committee, but not all, would be happy to attend in person when the time was right. JH mentioned the possibility of hybrid (in person and Zoom) meetings. MC noted that it might be advisable to record the names of those attending which in turn would give rise to some congestion – the very circumstance to be avoided. RM said that we can't really plan any of this until it becomes clearer what will happen. Perhaps all we can do is tell the membership that we are considering meeting in September but this is by no means certain at this point.

There was then discussion of the possibility of Membership Cards with bar codes which could simply be scanned. (At this point JH left the meeting.) CC thought that we were now looking at July to send information that we were considering the *provisional* date of September for restarting Pavilion Meetings. We need to discuss again at our June Meeting **Action IM**.

CC would write to Lyn Goulder saying that we are thinking of September as our earliest Pavilion date **Action CC**. OS thought that it was important to let members know that we were thinking of a provisional restart date. If we decide against that she thought that members would understand. It was suggested that there should be an announcement at the AGM. **Action CC**. CC thought that the current testing of the effect of large meetings nationally would provide information. There was discussion of mask wearing and it was decided that it should be left to individuals. Returning to the question of bar code scanning, MC would report back on what Beacon could produce and investigate the possible purchase of a barcode scanner. **Action MC**. (RM left the meeting.)

10. Planning for National u3a day

CC acknowledged that the Working party had been working hard on this and she has produced a provisional Programme which she will send to the Working party this coming week. A full session is planned with our Town Crier opening the proceedings. A piece is also planned for the Exmouth Journal. There was some discussion on the cost of printing publicity material and it was felt that only as many as 20 A4 sheets would be required. LH would investigate prices

Action LH. A new Zoom link would be required for this session **Action IM.** CC would finalise the programme with the Working Party this coming Friday and organise a rehearsal.

11. A.O.B.

There was a brief discussion of the 40th anniversary of the National u3a and our 10th Anniversary next year. CC noted that if we held this at The Pavilion we could use their gardens and also then have the option of going inside if the weather deteriorated.

12. Date of next meeting AGM 13may21, 10:00 for 10:30 to 11:00 followed by the monthly meeting, then 1jun21 at 13:00, by Zoom.

Ian McLauchlin, Secretary

date 7may21

Signed:



Date: 3jun21

pp. Christine Chittock, Chair