

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

**1, Apologies** Sheila Clarkson, Camilla Beynon

**2. Any New Business** OS mentioned a letter received from a prospective new member. See later.

### **3. Minutes of Last Meeting 1 dec20**

There was some discussion about the Newsletter and CC said that she was very grateful for Olwen's piece about taking part in vaccination trials and thanked her and John on behalf of the Committee. The Minutes were agreed without amendment.

### **4. Actions from 1 dec20 meeting**

1. Speakers to provide photos for website – **Action JH, CC ongoing.**
2. New member's meetings – CC asked the committee for their ideas about the best way forward. LH had spoken to SC and concluded that at present we could only use Zoom. MC asked how many new members would be comfortable with Zoom, and said some would need help. JH was happy to contact them and SC had a list. CC had received an email on 3<sup>rd</sup> Dec 2020 from Nelly Mair on the Communications team at national u3a as they had noted that we had gained 70 new members since Lockdown and wanted to know how this had come about so they could share this through their communications platforms. CC had replied with a holding e-mail on 18<sup>th</sup> Dec. She wanted to bring this to committee before replying again and would like to write to new members to ask how they heard about U3A and why they joined. OS thought that most came via our website. IM commented that he admits occasional non-members to our FB Group if they answered questions satisfactorily. They may become members eventually – **Action OS, LH, CC ongoing**
3. Coffee and chat – again, Covid developments have overtaken us – **Action JH, SC ongoing.**
4. Venues with disabled access – **Action LH ongoing.**
5. Purchase Zoom Add-on. IM had done this – **Action complete.** He noted that the Add-on had to be cancelled after a month and before the next payment was taken.
6. Zoom Contract – see later Agenda item.
7. Relaxing venue restrictions – Not relevant during the current Lockdown.
8. Look at using Skype and MS Teams – JH will look at Connect and Learn and website to see if updates are required. **Action Tech Team ongoing.**
9. Card reader – RM said that the requirement was no longer relevant. **Action deleted.**
10. Anniversary events – CC said that this should be looked at in spring when we hoped to have a better idea of what was happening. **Action IM put on Feb/Mar Agenda.**

### **5. Planning for Post-Lockdown**

JH highlighted issues from U3A's Ian McCannah's article, referring specifically to the General Observations section. U3A member's concerns were somewhat different from those of the whole population. There was a worry that nationally we may lose members during lockdown. There was also concern about a 'technology deficit' among some older members. We need to

consider all the main points carefully and think about what the U3A might be able to do to help. **Actions: All to consider, IM to put on Agenda of Feb meeting and circulate Ian McCannah's article with these Minutes.**

There was discussion about what actions we should take as a committee and JH proposed that we think about 3 short term and 3 long term actions – **Action All**. CC said that, because much of our activity now involves use of technology, future recruitment to the Committee should try to ensure people with appropriate skills are recruited. LH asked for JH to resend his highlighted points and JH said that he would circulate them to the committee. CC would send the notes she had made during the meeting to JH. – **Action JH, CC.**

## **6. Reports from Committee Members**

Treasurer RM Nothing further to mention.

Secretary and FB Group. IM thought that FB Membership had just about levelled off.

Membership All thanked OS for her vaccination trial article in the Newsletter. OS mentioned problems with her email address and RM added that he was having a certificate problem. MC would look into this – **Action MC.**

Groups LH said that most enquiries came in via the website. She would send out a new Groups list with Zoom information and encourage the use of Zoom. JH mentioned that his request for information on reasons why people don't use Zoom had resulted in only one submission. That can be summarised as 'Fear'!

Database MC is going to resume Beacon training sessions again while in lockdown and asked that thought be given about how to manage membership renewals, starting preparation from end of January. There was some discussion about how Beacon deals with Renewals and Lapsed members. RM noted that if Lapsed, members remained in the Renewals listing as they might subsequently renew. MC to arrange a Zoom meeting on this with OS – **Action MC, OS.** RM stated that he didn't want people renewing in January or February while JH noted that you can set up a Standing Order which stipulates a payment date of 1<sup>st</sup> April.

Newsletter and Tech Team CC said that in the past there has been no Newsletter in Aug or Dec. It was felt that a December one was now important because of the Christmas Party details etc.

Speakers and Chair All agreed that CC had put in a lot of work over the months and thanked her for that. CC said that she had speakers in mind for July and November, together with a Picture Quiz in August but the details depend on how Covid restrictions develop. JH discussed his thoughts on hybrid meetings and wondered whether there was a case for streaming monthly meetings when we were able to meet again in the Pavilion.

## **7. Zoom Contract**

IM outlined the options in his Secretaries Report and noted that the figures excluded VAT. So current pricing was the same as when we first took out the contract. After some discussion of Monthly vs. Annual Contracts it was agreed that we should stick with the existing Monthly Contract for flexibility and purchase Add-ons to increase the number of participants as

necessary, such as for the AGM. IM noted that any such Add-ons must be cancelled before the month expired to avoid further charges. He asked whether there was yet a U3A facility to pay for the Contract but currently there wasn't. IM would produce an invoice to cover his payments to date and RM would send an Expenses form – **Action IM, RM.**

### **8. Committee Roles – Membership.**

It was agreed that we could sign off the Membership Role description. CC would prepare her Speakers and Chair Role description for the Feb Meeting Agenda – **Action CC, IM.**

It was noted that all Role descriptions must be completed and on the website prior to our AGM in May and everyone should now give theirs some thought – **Action All.**

### **9. Financial Reserves**

RM said that this should be taken off the Agenda until an appropriate time of year and should perhaps reappear on the Agenda later in the year – **Action RM, IM.** To elaborate, RM said that while there may be a general concern that we have too much money in reserve, these were unusual times and there haven't been the usual outgoings. Until things become clearer about the progress of covid restrictions, we have no alternative but to defer any decision till much later. RM noted that it was inadvisable to ring-fence any funds.

### **10. A.O.B**

OS mentioned the letter that she had circulated from a prospective member moving into the area. This person was evidently thinking ahead and asked about the possibility of a Pen-Pal until she moved. CC suggested that we could invite her to our Zoom Sessions and maybe join as an Associate. OS will reply along these lines and ask if she has an email address which would make communication easier. Maybe a member would like to contact her and this could be mentioned in the next newsletter as appropriate – **Action OS.**

At the next meeting CC would like to discuss Succession Planning and Role Shadowing and we need to ensure that any New Committee Member will be free on the first Tuesday of the month at 13:00 for Committee Meetings – **Action IM to put on Feb Agenda.**

**11. Date of next meeting** 2feb21 at 13:00 by Zoom. (Note: after the failure of the Zoom link for this Meeting, a new Committee Only Zoom link will be provided prior to the next Meeting.)

*Ian McLauchlin, Secretary*

*date 7jan20*

Signed:



Date: 2feb21

PP. Christine Chittock, Chairperson