

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

1, **Apologies** Sheila Clarkson, Richard Morgan

2. **Any New Business** None noted.

3. **Minutes of Last Meeting 2mar21**

JH mentioned Copyright, Role description for non-official committee members and notification of death of a member. These would be dealt with under Actions. The Minutes were agreed without amendment.

4. **Actions from 2mar21 meeting**

1. Include Equality Policy on Agenda Postpone to May meeting. **Action IM**
2. Requirements of new committee members Place on June meeting Agenda. **Action IM**
3. Test zoom streaming to YouTube JH has confirmed that he can stream. Need to reconsider on summer meeting agenda **Action IM**. JH to continue work on YouTube streaming **Action JH**.
4. Look at test of Zoom outside broadcast JH has increased his phone data limit to 10 GB to enable long streaming sessions. CC thanked JH and IM for their efforts on this.
5. Prepare a timetable for actions prior to AGM IM done and circulated prior to this meeting. Check with RM that John Ward can audit accounts for 2021-22 **Action IM**.
6. Purchase Zoom Add-on to allow more than 100 participants for AGM IM said that current Add-on purchased in March would expire around 10 April. He would purchase another before the May AGM **Action IM**.
7. Check whether Marion Rickets would be willing to continue as website editor CC had confirmed that Marion was willing.
8. Remind members of possibility of observing Zoom Committee meetings done. No-one has asked to observe.
9. Any limit to number of co-opted Committee members? Current constitution says maximum of 2. New model constitution, not yet adopted, says 3.
10. Publication of Role Descriptions JH raised the question of Role descriptions for Roles such as Technical team co-ordinator and Facebook administrator, posts not formally listed. IM suggested that the Facebook and YouTube roles might be combined as Online Activity Administrator. **Action JH, IM** to draft Role Descriptions and arrange to be uploaded to our website.
11. Deceased members LH noted that that it was only necessary to take action in individual cases. MC added that it was up to Group Organisers to amend their records, not the Database Manager. CC asked that she be informed of any deceased member. **Action All**.
12. Equality Policy see 1.

13. Check with Deirdre Mackness whether her recording can be sent out CC said that she was happy but it was necessary to ensure that any revenue stream from that for RNLI was maximised so should be put on our YouTube channel at an appropriate time.

14. Send recording of 'Mary Anning' talk to Marion for website Done. CC mentioned that she wanted to redo the intro.

15. Investigate cost of National u3a leaflets LH noted that items which used to be free of charge now cost. She didn't think the new poster designs were suitable.

5. Reports from Committee Members

Treasurer – JH noted that the accounts mentioned South Devon link meetings and suggested dropping the 'South' to simplify entries. **Action RM.** JH noted that TAT payments were significant. There was discussion about the size of the credit balance but it was agreed that this was partly due to the size of our u3a. IM noted that a better idea of the timings of the relative incomings and outgoings through the year could be gained by plotting a graph of various items against time, though he recognised that this would cause extra work.

Secretary and Facebook – There were no comments and CC thanked IM for the clear presentation.

Membership – OS noted that reasons for a few resignations were various and reasonable. She estimated that the membership numbers would remain at around 876 by the AGM. CC commented that that would lead to a 20% quorum of 175, which was quite a significant number.

Groups – CC thanked LH for her work on risk assessment and asked how many new groups had there been since the last AGM? LH to provide that information **Action LH.**

Technical Team and Newsletter – JH outlined his work on our new YouTube Channel and said that he was waiting to see how it evolves. IM confirmed that he was happy to be a co-administrator, echoing the existing Facebook arrangements with JH. JH had had positive feedback on his Astronomy and Mindfulness courses. He was now looking for someone to take over the main Technical Team Co-ordinator Role. CC thanked the Technical Team for all their work. JH then referred to his recent work on hybrid meetings. CC pointed out that one of our members Susi Aubrey might help individual Groups that wish to set up using Zoom in a hybrid mode and thanked JH on behalf of the Committee for his work and reports on this

Publicity – CB reported that all was satisfactory. Though stepping down, she will continue to do print runs as required, including more documentation to be sent out before the AGM. CC thanked CB for managing to get our newsletters printed and distributed throughout Lockdown and for offering to continue with this after the AGM.

Database – MC recommended that email inbox capacity should be increased, at an extra cost of £30, and all agreed that this should be done.

Chair and Speakers – Nothing arising, no comments.

6. Planning for the AGM Thursday 13may21

IM referred to the documentation, including the timetable that he had circulated. CC noted that it was important to ensure that members were advised that voting prior to the AGM was important and to emphasise that. Check Keith's wording prior to the previous AGM **Action IM**. MC recommended separate columns for Yes and No on the voting form. **Action IM**.

Referring to her Trustees Report, CC explained that she would not read out the entire Trustees Report at the AGM. Due to no large social activities having taken place since the last AGM she had excluded mention of the Social Committee in the report but would mention their future plans at the AGM. LH would let CC know of any plans. The Trustees Report was agreed.

Action LH. IM would send out the Trustees Report with other documentation on 13apr21.

Action IM.

It was intended to repeat the Zoom Polling (voting) facility at the AGM as last year. IM to devise the Polling questions prior to the AGM. **Action IM**.

7. Constitution, Current and proposed new Model DOC-035 mar21

CC mentioned that although the Third Age Trust's (TAT) New Model Constitution for England and Wales was dated feb21, she hadn't been sent a copy until late March. There was therefore little time to consider it properly in time for the AGM and a possible vote. IM reiterated that it was a huge document and that it was too big a task to consider every clause in the detail required in the limited time available. He also noted that, since consideration was likely to be deferred until after AGM 21, it would be important not to delay detailed examination and to consider well before any vote at AGM 22.

Although CC had first thought that it might be possible to consider proposing the limited clauses 10.3 (a – f) dealing with online meetings, there was an embedded reference to clause 12 which complicated matters considerably. She was therefore recommending that no vote on any part of the new Model Constitution was included at this year's AGM. This was accepted. There was some discussion on the existing quorum figure of 20% vs. the New Model figure of 10%. MC noted that while 10% was good from an administrative point of view, 20% was better for members as it better reflected greater member participation.

It was proposed that we should begin to look in detail at the New Model Constitution in the autumn when we had more time to do it. **Action IM** to include in autumn meeting Agendas. CC would see what the views of other u3as were at forthcoming Link Meetings **Action CC**.

8. Rolling Item, Committee Roles – New Members Co-ordinator Role

SC had sent out her documentation and there had been no comment. It was agreed that this could go forward for publication. CC thanked SC for her work on this.

9. Recent u3a Covid advice DOC-074

JH said that this followed Government advice and had discussed the matter at length with LH. CC explained that it would be important to look at possible dates for a return to the Pavilion, at our next committee meeting. When last discussed the committee had thought it might not be until 2022. After some discussion on the eventual possibility of meeting in person at The Pavilion, it was agreed that this topic should be dealt with further at our May Committee meeting and then again after the AGM. **Action IM**.

CC had been trying to book speakers who could present either in person or online via Zoom, thereby keeping options open.

10. Planning for National u3a day

The working group had been working hard on this and CC listed a number of items which would be part of the proceedings, including a contribution from Exmouth Town Crier! There was discussion of the appropriate wording on the leaflet to be distributed. CC explained that there would be an online meeting as a celebration for all members, as well as publicising more widely the profile of the u3a. CC thanked the working party on behalf of the Committee.

11. A.O.B.

There was a discussion of the new charges by TAT for publicity material. CC would bring this up at the next Link meeting **Action CC**.

JH pointed out that it was good to publicise on Facebook as this was better targeted.

We should put this subject on the Agenda of the June Committee Meeting **Action IM**.

12. Date of next meeting 4may21 at 13:00 by Zoom.

Ian McLauchlin, Secretary

date 9apr21

Signed:



Date: 4may21

pp. Christine Chittock, Chair