



# MINUTES OF EXMOUTH AND DISTRICT U3A COMMITTEE MEETING

6oct20 by Zoom v1

**Present:** Christine Chittock (Chair), Ian McLauchlin, Maurice Chittock, John Hunt, Richard Morgan, Olwen Smith, Lyn Holmes, Sheila Clarkson, Camilla Benyon, Anne Howard, Jan Collett

## 1. Apologies. None

## 2. Any New Business

Ian mentioned that he'd prepared examples of the new U3A branded logo and circulated to the Committee.

Sheila discussed support for members during winter and mentioned 'open tables' at The Pavilion.

Christine mentioned suggestions for a Jurassic Project by Chris Woodward, a Zoom Xmas party and that Frances Berry had suggested we write to the national Office highlighting our activities. See later. **Action: Christine.**

## 3. Minutes of Meeting 1 sep20

These were agreed without amendment.

## 4. Actions from 1 sep20 meeting

1. Done.
2. RM indicated completion imminent.
3. MC ongoing.
4. MC ongoing.
5. See Agenda item.
6. No universally convenient time. Settled on first Tuesday of the month 13:00hr.  
**Action Richard:** Present Treasurer's Report relating to acceptable previous period.
7. See Agenda item.
8. Done. Exeter expressed appreciation for help and Frances Berry (regional rep.) noted that other Devon groups have been using information on our website.
9. See Sheila's New Members Report.
- 10, 11, 12 See Agenda items.
- 13, 14. Done. Christine expressed thanks.
15. See Agenda item.
16. Roles - Secretary and Groups OK. John still has Technology role in hand, Richard still needs to write Treasurer's Role. Christine is happy with Speakers but will look at Role of Chair.  
**Action Ian:** Include Roles one at a time as rolling Agenda items.  
**Action Lyn:** Deal with Membership Role on the next meeting Agenda.
17. Done.
18. See Agenda item.
- 19, 20. Ongoing.

## 5. Reports from Committee Members

Membership In response to RM, Olwen said that she had rewritten the joining note Standing Order and is also now happy to receive cheques. Christine asked that, while there continue to be covid restrictions, all to send her copies in advance of anything related being sent out.

**Action All.** Christine asked how many new members have we had since March? **Action Olwen.**

Treasurer Because of covid restrictions, there has been little financial activity apart from paying a speaker's fee. After some discussion of the Reserves situation and lack of activity this year, it was agreed that this should be Minuted and the question of Reserves be reviewed later.

Richard proposed that this should be an item on the December Agenda **Action Ian:** Include on the Agenda of December Meeting.

Secretary and FB Group After some discussion about Registrants for the forthcoming 'Driving Safer for Longer' Workshops, it was agreed that, if we held these using our own Zoom Account, then a new Zoom link should be generated and sent only to the Registrants. If oversubscribed, keep one or two as reserves.

Publicity All satisfactorily in hand.

Groups There was discussion of Group size and 'the rule of 6' and possible locations. Lyn mentioned Moose Hall, Richard The Norman Centre, Budleigh and Christine Glenorchy which is covid secure. (Anne left the meeting at 14:53.)

New Members Various possible venues were discussed including Ocean, with tables of 6, Kings and Green Fingers Garden Centres. Lyn had been assured that Walking Groups could be as large as 30 but the meeting decided that we must have that in writing to cover ourselves.

**Action Lyn.** **Action Sheila:** Seek volunteers to attend new member's meetings.

Database After some discussion of committee email addresses and the relative benefits of 'forwarding' vs. 'separate' addresses, **Action: Maurice** to look into this with individual Committee members.

## 6. Group Activities, Covid-19 Guidelines, Small meetings

Discussion of Group activities have covered this.

## 7. Pavilion and Albion Court meetings 2020, Risk assessments, contributions to Hall hire

Christine had discussed the topic at the Devon Link meeting and most U3As are not considering the return to face-to-face meetings (FtF) till after Easter. John mentioned a possible 'blended' approach - a mixture of FtF and Zoom but it was agreed that this raised problems too. Teignmouth U3A were enthusiastic about the use of Zoom and have only ever held meetings by Zoom. After a wide ranging discussion, Christine agreed to write to the Pavilion setting out our position and asking about the possibility of retaining our meeting slots in 2021. **Action Christine.**

Christine pointed out hazards associated with Albion Court which is unable to open currently. She also raised the topic of Group self-funding. Richard pointed out that we do have a good reserve but any proposal to subsidise groups in the current covid circumstances should be pragmatic but also bear in mind that any such arrangement should be seen to be fair for all.

John suggested that any arrangement should be time limited. There was considerable discussion on the benefits or otherwise of helping to support Groups financially, and possibilities of free membership for a given time, encouraging the use of small venues instead of member's homes etc. It was agreed that proposals on this topic be prepared for the November meeting, and Christine asked Richard to ensure that the financial implications are covered. **Action ALL and Richard.**

#### **8. Data Protection and Privacy Policies**

It was agreed that the papers produced by Christine were appropriate and comprehensive and that these should be adopted and put on our website. **Action Christine.** Many thanks were offered to Christine for her work on all of that.

#### **9. Website requirements**

It was felt generally that, though the website had necessarily been forced to use the tools and layout available at the time of construction, it had been added to significantly over the years without the Committee considering the broad look and feel of the site as it had grown. Anne had agreed, as a new Committee member, to look at the website with fresh eyes, in collaboration with Marion and to come back to the November meeting with ideas for a refreshed website. **Action Christine** to email Anne about this. **Action Anne** to consider ways to improve the website.

#### **10. Devon Link and East Devon Link meetings**

Christine had sent information to the Committee.

#### **11. Planning for post-lockdown**

Christine proposed that this item be on a later Agenda, but earlier in the meeting. Everyone should read the two documents by Ian McCannah of TAT, sent out for today's meeting **Action ALL.** Ian should put this item on January's meeting Agenda **Action Ian.**

#### **12. AOB**

Possible future events were discussed further. Chris Woodward had proposed an outdoor event with a Jurassic theme and Christine floated the idea of a U3A Christmas party on Zoom (17dec?) , with participants dressing up and a quiz and other such activities. Ian pointed out that he had already compiled some Musical Quizzes which he was willing to offer. Christine pointed out that Frances Berry (Devon Link) had asked if we could compile a summary of our U3A activities and experiences during lockdown for the National Office. **Action Christine – see earlier.** Sheila suggested outlining and publicising 'coffee and chat' sessions in the Newsletter **Action Sheila and John.**

#### **13. Date of next meeting 3 November 20 at 13:00 via Zoom**

Signed:



pp. Christine Chittock, Chair

Date: 3nov20