

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

**1, Apologies** Richard Morgan, Maureen Phillips

**2. Any New Business**

CC mentioned the Assistant Treasurer's post and the East Devon link meeting on 29sep21 at 10:30.

**3. Minutes of Special Meeting 26jul21**

CC said that she had proposed to ask in the recent Bulletin whether members would let us know whether they were attending the first Pavilion meeting so that we could have an idea of numbers to help organise the meeting. Otherwise there were no comments.

**4. Actions from 26jul21 meeting**

1. Purchase of hand sanitisers – OS done.
2. Include photos of Committee members in Newsletter – JH done.
3. Produce Pavilion Risk Assessment – Met James Westmacott at The Pavilion – very pleasant and amenable, action CC, MP done
4. Send email/letter to all members with details of measures for returning to the Pavilion – OS, CC done. The committee wished to thank Camilla Benyon for her help in distributing to members without email and asked that an email of thanks be sent **Action IM**.
5. Evaluate operation of paper based system of recording attendees at The Pavilion meeting – in hand.

**5. Minutes 6jul21 Committee Meeting**

No matter arising.

**6. Actions from 6jul21 meeting**

1. Locate paper copy of audited 20–21 accounts – CC has located.
2. Send copy of pavilion Booking form to committee – IM done. CC asked IM to thank Marion Ricketts for her valuable work updating the website **Action IM**
3. Put Role Description YouTube Administrator on website – JH done
4. Let LH know bookings for Firework Cruise – All done as necessary and is now sold out but keeping a waiting list.
5. Purchase of lanyards etc. – OS done. A 'welcome back' meeting has been organised and thanks to Clare Dawson for helping to organise this. JH will publicise on the front page of the October Newsletter. **Action JH**
7. Liaise with Sheila Clarkson (SC) on New Members Meetings – all done.
- 8–14 Actions ongoing for future meetings – 8, 9 Pricing of u3a printed material – LH done.

## 7. Reports from Committee Members

Treasurer – BW discussed the spreadsheet circulated by RM and pointed out that there was a very large amount of detail and work involved amounting to 50 pages. The work of Treasurer appeared daunting. It was thought that circulation of this document may have been unintended and hadn't been sent out for previous meetings. CC thanked RM for a very detailed report.

Secretary and Facebook – IM outlined his earlier meeting of some Devon Secretaries and noted that David Leyland (Teignmouth u3a) had copied his AGM documents for their AGM but hadn't used Zoom polling for voting. JH thanked IM for his summary of recent Coffee and Chat Zoom meetings and noted that our FB Group was averaging 4 posts a day. IM noted that many Zoom attendees used only their forename and thought that a surname too would be better.

Membership – CC noted that it was encouraging that new members were still joining and OS said that 2 more had joined since her report.

New Members Meeting Report – JH said that he'd attended one meeting at The Ocean and found the venue excellent. OS agreed and had been to two very enjoyable meetings. LH had been to three such meetings with SC which had given rise to 3 new Groups. CC had planned to attend one meeting which was cancelled at the last minute by the Ocean as the room was needed for a funeral party. SC is planning to send out dates for further sessions during Sept and Oct. SC had developed a very effective way of running these meetings. CC registered our thanks both to SC and also to Camilla Benyon for her work arranging printing and circulation of documents to members without email and for her valuable work contacting isolated members by telephone. **Action IM** to write to Sheila with the Committee's thanks.

Groups – LH was thanked for her very good and efficient work. JH asked how many groups are now starting up again and meeting indoors? LH thought that some were starting but not always saying so. JH said that he had deferred starting his Computer Group in person as some were still being very careful about Covid. CC asked LH if she could find out how many groups are active. LH proposed waiting till the end of September when the weather will change. **Action LH.** CC said that we had to recognise that many vulnerable members had to be very careful still and had been advised about avoiding contact with others.

LH asked about the Annual tea party for Group Organisers to thank them for their excellent work throughout the difficult recent months. LH suggested November and CC agreed. MC said that we need to know numbers and LH said that since the cost would be around £10 per head she would definitely keep a tally of numbers. CC said that it had been a difficult year for everybody, including Meeters and Greeters (M&Gs).

Chair and Speakers – CC mentioned the Spitfire talk on 8sep22 and especially the valuation of the speaker's memorabilia. JH asked whether we should try to do a hybrid meeting at some point if the Speaker agrees? CC said that she was asking all the speakers and would compile the responses.

Technical Team and Newsletter – JH thanked IM for the u3a day videos and said that we have had 1700 views on YouTube. He drew attention to his draft Exmouth u3a poster intended initially for display in a member's retirement home. BW thought it was suitable for that use. Leaflets could be used more generally. OS mentioned national leaflets but LH said that we now have to download and print any publicity material locally. It was agreed that we should discuss leaflets at a later meeting, say in November or December **Action IM**. BW proposed that we approve JH's poster and all agreed.

## **8. Return to The Pavilion 9sep21**

The speaker Alex Leger was checking Pavilion systems today and was also quite happy to accept cash for any book sales. 5 committee members would be attending – CC, OS, MC, LH, JH. CC thanked OS for arranging M&Gs and noted that we would have 6 tables and boxes for member's attendance slips. OS had already purchased hand sanitisers, masks and wipes. OS noted that M&Gs would have smiley badges and lanyards.

CC said that she would announce from the stage emergency notices and would mention, in some way, members who had died. It was agreed that this was a sensitive subject but BW thought it would be good to indicate that past members meant something to us all. CC said that we won't have a minute's silence but will come up with suitable upbeat wording. OS had made signs for the doors and SC would have the link up table in the café. JH confirmed that we would not be using and passing round the usual microphone for questions. He asked whether IM would be available for a test of Zoom, for future hybrid meetings, before the start of the meeting. Both IM and BW agreed to take part. BW asked for clarification about spacing of members seating arrangements. JH said that we have to rely on member's common sense and social responsibility.

## **9. Committee Meetings – by Zoom or face-to-face**

LH had requested this Agenda item. CC noted that before covid we used to meet in Albion Court but this location wasn't now felt to be appropriate because of lack of ventilation and inability to keep doors open. She said that we now need to decide on a way forward.

LH said that as we are going back to normal and meeting in The Pavilion face to face, she would like to do the same with Committee Meetings.

IM showed a graph indicating that East Devon covid cases were now about 1400 per day. He had made a lot of effort over the last 18 months in protecting himself and keeping away from people, being vulnerable both because of age and ill-health. IM's personal view was that he thought that the government had been reckless and irresponsible and lacked understanding when they removed the need to isolate etc. That's made it all the more necessary that we look after ourselves. We can still do that as we have a suitable alternative, Zoom. He would not be meeting face to face.

CC added that meeting by Zoom avoided the need to travel, park, print documentation etc. JH suggested that we should take into account the shorter term and the longer term. Certainly in the shorter term, with daily case numbers as they are, it would be irresponsible to meet face to face. In the longer term, Zoom is good anyway for the reasons outlined by CC. Maybe we should review in a years time. MC agreed and said that we should consider paying for

committee members to upgrade their broadband provision to enable them to have an adequate 'Zoom' connection.

IM said that if the resistance to using Zoom was because of a poor broadband signal, maybe consider travelling to a friend/committee member who had a good connection.

OS said that she does like being with people. She's not happy with Zoom and may have to consider her position next April. IM said he would not be happy using a hybrid meeting for committee meetings as it wouldn't be easy to hear what everyone said, nor to see them face to face, Both of these are perfect with Zoom. CC said that it's essential that we meet in a safe place and that Zoom allows that. IM needs to be able to operate in the most effective way. Other groups can meet face to face if that's what they decide. MC noted that we should perhaps make it clear to potential new committee members that we expect to be able to meet using Zoom until it's clearly safe not to do so.

A vote was taken and it was agreed to continue using Zoom for Committee Meetings by 5 votes to 2. RM had written to say that he wished to return to meeting 'in person' so making the vote 5 to 3.

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

CC mentioned the East Devon link meeting at 10:30 29spe21 In the Methodist Hall, Honiton. She will have to give apologies but LH may be able to attend.

CC also said that MP was not now able to take up the Assistant Treasurer role. She will discuss with RM when he returns from holiday. RM had suggested that we include a request in the next Newsletter. BW said that we would ideally want an u3a member with financial experience and wondered if we could pay someone. CC said that that wasn't constitutional and we couldn't do that. BW asked if there was a way of making the post less arduous. OS was sure that could be done and in principle she could do it, but wasn't offering. There was some discussion about the period of office and 6 years was mentioned. It was made clear that that was an absolute maximum and the post holder had to be re-elected each year. JH thought that it should be possible to draft the request for volunteers in an attractive way. LH had found it effective to contact members directly. MC noted that it was not a vastly complicated role and that Beacon was designed to help with u3a finances and not just with communication and as a members database.

CC will liaise with RM to produce an attractively worded advert, **Action CC.**

OS asked who is now holding and distributing equipment and are we still letting groups share items? CC will discuss with Melanie Parker. **Action CC.**

BW said that, though he wouldn't be attending the Pavilion meeting, he hoped that all goes well. IM agreed.

11. **Date of next meeting** 13:00, 5oct21 by Zoom.

*Ian McLauchlin, Secretary*

*date 13sep21*

Signed:



Date: 7oct21

pp Chair, Christine Chittock