

**SCN Secretaries Meeting 01.07.2020 via Zoom**

Sally Ingledew	SCN Manager	
Kevin Stock	SCN Admin Waterlooville	
Barbara Spiegelhalter	SCN External Liaison	
Maureen Doyle	Chair	Chichester
Wendy Joy	Secretary	Chichester
Jill Cook	Honorary Vice chair and Trustee	Chichester
Val Ottewell	Secretary	Ems Valley
Philippa Gray	Secretary	Havant
Peter Newman	Secretary	Havant
Maura Chapman	Secretary	Hayling Island
Geoff Southgate	Secretary	Horndean
Juliet Taylor	Minute's Secretary	Horndean
Dina Jung	Secretary	Isle of Wight
Carol Powell	Secretary	Portsmouth
Keith Randall	Secretary	Solent
Mary Paddey	Secretary	Stubbington
Jo Derham	Vice-Chair	Waterlooville
Barbara Watkinson	Secretary	Waterlooville
Pam Davidoff (guest)	Chair	Arun East
Elizabeth Toon (guest)	Secretary	Worthing

Welcome Sally welcomed all present.

Zoom protocol explained by Kevin.

**Changing your constitution-** Waterlooville are awaiting permission from Trust for approval of wording on proxy voting. They have to do this due to their constitution. They also sought to change their quorum requirement. Chichester have experience of this following a non-quorate meeting. Waterlooville committee voted for a resolution on holding meetings on Zoom. Stubbington have approved online voting and postal voting in June. Waterlooville are thinking of going for Zoom, postal votes and proxy votes as they have 43 not online. All decisions need to be agreed at an AGM for action later.

**AGM by Zoom.** Chichester have produced a helpful document on this. Can be run with all members muted for majority of the time. Can have muted action done by host.

**Who takes minutes at committee meetings?** In most U3As it is the role of the secretary. Stubbington, Horndean and Ems Valley have a minute's secretary. Havant looking to split the functions in the future. Does a minute's secretary have to be on the committee? Some confidentiality issues. Different ways of dealing with availability of minutes for members. Redaction or reduction of details, maybe even sharing very sensitive material as evidence, say of abuse in a separate safeguarding file as verging on possible disciplinary process.

**Is committee data held in the Cloud?** Waterlooville, Worthing, Isle of Wight, Havant, Solent and Stubbington use Dropbox which is in the Cloud. Horndean, Arun East and Ems Valley are looking into it, or investigating alternatives such as Box, Google Drive or Microsoft One Drive. All are very good for security and access arrangements. Portsmouth will bring it up with committee. SCN use Dropbox.

**Regional Trustee communications to committee? Usefulness?** Kevin sends all Network info to U3A contacts who are nearly always secretaries. He also gets national communications. All secretaries send on stuff to committee members apart from Isle of Wight's all very new committee who have asked Dina to vet it. Most U3As have some vetting or bringing some notices to Chair's attention if especially relevant. Ems Valley puts Correspondence as agenda item for discussion of any points. Many U3As commented on amount of info, plus some repetition.

Sally will send out a chart showing structure of local, regional and national levels. She asked for examples of repetition to be sent to her.

**A.O.B.** Chichester raised change of name strategy to remove the word University and replace with strapline of Learn, Laugh, Live. Quite a few raised hands on this, showing a positive response. Discussion followed with branding the main emphasis now but many concerned about how to answer when asked what does U3A stand for. Ed Link leads a national focus group on rebranding and Sally will email him to ask for his advice on this question.

Kevin raised issue of Risk Assessment Forms included in South East Regional Support Team's Response to Q and As relating to U3A activity during Covid 19 lockdown and sent out by Kevin by email on Tuesday, June 16<sup>th</sup>, 2020. His question was what to do with the completed form. Some

discussion over must or might do this. Dina thought the forms were a good idea. Jo thought they would be essential, especially with groups starting up again. Audit trail needing to be there. Everything behind the committee to back us up in case of a claim. More likely to get a positive result if all right steps have been taken. Sally will request an answer from the Trust.

Sally closed the meeting at 3.37, thanking everyone for their attendance and contributions. She would now send the recording to Barbara Spiegelhalter to complete the notes.