

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting held by Zoom on Tuesday 27 April 2021 at 10:30

Present: Tony Davison (Chair), Henry Paulinski (Vice Chair), Ros Devine (Secretary), Bob Holness (Treasurer), Margaret Potter (Membership Secretary), Sandra Barker (Well Being and Hospitality), Neil Taylor (Groups Co-ordinator), Keith Pyne (Speaker Finder);

Meeting hosted by Henry with Tony as Chair

1. Welcome and Apologies

Apologies were received from Robin Bowler & Keith Pyne (who hoped to be able to join later)

2. Minutes of the last meeting 30 March 2021

These were approved subject to a correction in the dates of holidays reported. Margaret will correct and send to Tony to print out, sign and send to Ros. **ACTION MARGARET & TONY**

Matters arising (not already on the agenda)

There were none.

3. Chairs Business

Other than saying that the Zoom general meeting in April had been successful, Tony had nothing further to report.

4. Secretaries business:

a) AGM

Ros reported that she, Neil and Henry had agreed the management of the AGM, and also to arrange break out meetings for interested members at the end of the formal business. There will be a 'Committee Break Out Room' for our Committee meeting. Members who wish to participate have been asked in the latest newsheet to let Neil know by email if they wish to join one. These will be forwarded to Henry who will allocate groups depending on the responses. **ACTION NEIL & HENRY**

Ros & Margaret are meeting on 6th May to count the votes. So far Ros has 35 and Margaret has 17. Margaret will then insert the results into an updated agenda with notes for Tony to report at the AGM. **ACTION ROS & MARGARET** The question of voting papers not being signed was discussed as a possible issue but it was felt that members could not materially affect the vote by multiple entries so was acceptable in the circumstances. Margaret is keeping all the emails associated with the votes sent via herself and is endorsing each printed voting paper a further control. Ros reported that she is required to keep all paperwork for seven years. Margaret reminded all that she has adequate storage for old records in her loft if required providing they are clearly packaged, marked and dated.

b) Widening Participation

Ros reported that we cannot do much at present. She has not yet updated the list referred to in last month's committee minutes but will do so after u3a day and also send the TAT templates to the committee. **ACTION – CARRY FORWARD**

5. Leicester u3a DAY

Neil reported that the PowerPoint presentation had now been split into three to prevent it being too long. Additional entries from groups will be accepted until Friday 30th April. Neil will ask Graham to shorten the slide transfer time for these three would be reduced from seven to five seconds when

converted to video. **ACTION NEIL** The remaining text elements would remain at seven seconds. When completed, all will be sent as video clips to the committee to endorse before uploading to the web site – possibly around Mid-May. **ACTION NEIL/GRAHAM**

6. Treasurers Report

a) **Debit card Update** Bob had sent the history of his dealings with the bank, together with Tony's list of his dealings with them. He then received a telephone call from the bank saying that they would send him the cards. These have now been received and he will deliver Ros hers in the next few days **ACTION BOB**

b) **Accounts** The final accounts and report have been signed by himself and the examiner. Bob hoped to have a draft budget for 2021 ready for the next full committee meeting.

c) **Asset Register** He has not yet contacted all holders to confirm and update this but is now ready to do so. **ACTION BOB**

The following was raised during the groups' discussion. It was questioned whether we should renew the three licences when they expire next year. No provision had been made for this in the projected 2022 budget, we would defer the decision to nearer the time by which time we might also have an idea of its continuing use after restrictions are lifted. We might then consider renewing only one, and we may be able to take advantage of the Charity Commission discount as well.

7. **Speaker Programme** – deferred to later in the agenda in hopes Keith could join us.

8. Groups Report

Neil has had a good response from Convenors. SWANNS and possibly Orienteering are ready to restart. He is hosting a lot of Zoom meetings for groups and due to the time needed may have difficulty in managing these. It was agreed that he would circulate convenors with a message to remind them that:

Requests for a licensed meeting should be to him by email.

If he is unable to host he would approach Henry and Ros. If no one available the convenor would be advised.

They would be reminded that if they already hold a licence it would assist us greatly if they first used that. In the event that they don't they can still use the free 40 minute sessions and re-enter until the group is finished.

He should not be pressured into more than what is reasonable to expect of a volunteer.

ACTION NEIL

German Conversation – the convenor has stepped down and he is looking for a replacement.

All Members Coffee Mornings – Barbara is due into hospitals for an operation and, will require a second one after that. She will not be mobile for some time. Sandra kindly volunteered to take over whilst she is unavailable. The committee gratefully thanked her. Neil will let Barbara know. **ACTION NEIL**

9. Membership report

Margaret reported two late renewals and one further death resulting in a revised total of 363 members. Individual- 351; Honorary - 6; Associate – 6.

The meeting then took a 10 minute coffee break

10. Wellbeing & Hospitality

Sandra has contacted all her kitchen helpers to make sure they are all willing to continue when we meet again. She is still waiting for six replies. All who have responded are willing to continue bar one due to recent bereavement.

11. A.O.B

Margaret had received an email from a member who was unhappy with the nominations for the committee and the effect of the constitutional changes made at the last AGM. She had asked for this email to be circulated to the committee and that five questions be put to the AGM.

Margaret had acknowledged this communication and advised that she had indeed forwarded it. The committee discussed the points raised in her email, the actual questions, the correct procedure for discussion and questioning at an AGM Ros had circulated a procedural document relating to this from TAT. We were reminded that no supplementary questions are allowed at an AGM except requests for clarification. Related, or any other issues could not be raised under AOB unless advised to the Secretary PRIOR to the meeting.

It was agreed that:

Margaret will advise her that we have agreed to address her questions at then AGM **ACTION**

MARGARET

Tony will draft a statement for the AGM for circulation and comment from the committee.

ACTION TONY

All members will let Tony have comments and/or approval. **ACTION ALL**

7. Deferred item – Programme

Keith had not been able to join the meeting, but Henry said that he would be contacting the speaker for the June meeting to obtain a short biography and talk content. **ACTION HENRY**

12. Date and times of next meeting

Tuesday 11th May (short meeting after AGM vis break out room Zoom)

Tuesday 25th May 10:30 by Zoom by Zoom

Tuesday 29th June 10:30

Tuesday 20th July 10:30 if required as there is no August general meeting.

13. Holiday Dates

Ros: 6th – 12th May; 17th – 22nd June; 20th Nov – 6th Jan 2022

Neil: Most of August

Tony: 19th – 22nd April; 1st – 15th August; 30th Oct – 8th Nov

The meeting closed at 12:10