

Leicester U3A (Charity Number 1083274)
Minutes of the Committee Meeting Tuesday 31 08 21 by ZOOM

Host and Vice Chair: Henry Paulinski

1. Apologies & Attendance

Present: Henry Paulinski (Vice Chair); Bob Holness (Treasurer), Ros Devine (Secretary), Neil Taylor (Groups Coordinator), Margaret Potter (Membership Secretary), Sandra Barker (Wellbeing & Hospitality), Keith Pyne (speaker Finder)

Apologies: Chair, Tony Davison

2. Minutes of the Committee Meeting 20.07 2021 These were approved. Margaret to distribute approved version. **ACTION MARGARET** Henry to print, sign and send a copy to Ros for inclusion on web site **ACTION HENRY/ROS**

Matters arising (not already on the agenda) There were none.

3. Chairs report There was no report as Tony is on holiday but he had confirmed that he had carried out the action point from the last meeting.

4. Secretaries report to include:

a) Third Age Trust A.G.M.

Ros & Henry had attended virtually and Ros had circulated papers from the meeting. It was generally a wasted two hours as the Trust only went through the paperwork and then allowed voting. There was no other opportunity to participate. There had been mention of a rival organisation started by a member of the board of Age UK. We also discussed 'u3a' groups which use the name but are not affiliated.

b) Co-opting members on to The Committee

Ros had received an offer from a new member Karen Closs to be co-opted into the committee. Unfortunately she was unavailable to join us on this occasion as she had a hospital appointment. Ros proposed her, Henry seconded her and she was unanimously co-opted. **ACTION ROS** to write and thank her and make necessary changes. NB – Contact list and Web site also need updating **ACTION MARGARET**

The lack of committee members was then discussed at length. The existing committee members are overburdened with responsibility due to lack of volunteers from a membership of over 370. If this continues, committee members may start to resign. It was agreed that the Henry should contact Tony when he is back to formulate a straightforward message to all members on email to say that unless we get some support firstly things like the newsletter and Newsheet and finally the Leicester u3a itself may fold. It was agreed that members of the committee needed access to email so non email members would not be contacted. Mention should be made of appreciation for those RUMs that already support us but asking the wider membership to come forward and not just take advantage of our services without being willing to do their bit. Keith has some ideas which he will forward to us all. Tony will also be asked to make a similar announcement at the beginning of the September and October meetings. **ACTION HENRY/TONY** In particular the newsletter was highlighted. Although the editor need not be a member of committee they must work closely with and through the committee. Margaret was finding it difficult to manage this and all the membership issues so it was agreed that unless we can find a replacement editor the newsletter will cease to be produced from January 2022. The newsheet will now only be produced fortnightly to relieve the pressure on Neil **ACTION NEIL** Urgent and important notices after that will be circulated by the Membership secretary as agreed by the committee from time to time. We also need a publicity officer; meanwhile Henry has very kindly continued to manage press releases for us. It was agreed that posts like the trips organiser and Curve organiser could be put aside as individual groups are well able to arrange and manage trips with the support of the Trips Coordinator,

Neil. Ros suggested that we should arrange a Zoom meeting with the committee and as many RUMs as are available to see if they can offer support or strategies to address the issue. She will email mail with suggested dates. **ACTION ROS**

c) Contacting Organisations (using Information Leaflets)

As agreed previously, Ros phoned a few GP surgeries to chase up our mail shot but was told they had no resources to help us. It was agreed to drop that suggestion. Instead she felt we would do better to contact people like local luncheon club (there are about 25 in the city) and local churches. She will do so. **ACTION ROS** She also said we should try and start attending and presenting to the NHS retirement days. She will contact NHS to arrange this. She is willing to do the presentations and Margaret is happy to help. **ACTION ROS**

d) Equality and Diversity

Venues used by groups should be fully accessible to all members. Neil agreed to do an audit of all outside group venues and report back. **ACTION NEIL** Groups who meet in members' homes cannot be compelled to be totally accessible.

e) Shared learning

Ros suggested that we should suggest to interested groups a shared learning project to investigate the use of petrochemicals to replace old storage options. i.e. cling film instead of a plate over the top. We would also need to identify an appropriate post graduate student. Keith will also try and find a speaker on the subject for a slot next year **ACTION KEITH**

f) Web Site

This now needs updating to reflect the changes to meetings etc. as it may be causing confusion for potential new members as well as existing ones. Margaret and Neil will look at the various pages and make suggestions to the committee for changes. When agreed these will be forwarded to the Webmaster. **ACTION NEIL/MARGARET** Neil will circulate all convenors to check their entries and update them. **ACTION NEIL**

It was also agreed that in view of this update process we should defer any decision about creating a Facebook page. It would require someone willing to maintain it and make sure the information is in line with the web site. This might be part of the Publicity Officer Role.

5. Treasurers Report

This had been circulated previously. Bob noted that because resumption of our activities was later than he had allowed for he may have to adjust the subscription downwards for 2023 as well as we have done for 2022. Both accounts show high balances. There was discussion about the cost of printing the newsletter but this was impossible to anticipate. It not only depended on the number of pages but the quantity colour entries i.e. photos. In addition, any invoices from Beauchamp show a total figure and no breakdown.

6. Programme

a) Speakers: SEPTEMBER – Tony to give notice about thanks to all who have helped keep members in touch through the pandemic, and then speak about face covering arrangements (see bullet list below) and committee vacancies. **ACTION TONY**

OCTOBER: speaker is confirmed and has been in contact with Henry about press release.

NOVEMBER: Keith has had a request from the speaker to change his slot to next year as he works in the NHS and is under enormous pressure. He is looking for a replacement and will advise as soon as he has one. Meanwhile Margaret will make a note in the newsletter. **ACTION KEITH/MARGARET** He already has a number of slots filled for 2023. He will let everyone have details ASAP. **ACTION KEITH**

b) Venue: It is not yet known if the lunch club will be operating so we are hoping to get access by 1:45 to ensure everything is set up in time. Ros to be there with key as early as possible
ACTION ROS WE are expecting about 60 people including one carer and two or three visitors. Both Neil and Bob have had responses from Christchurch but they do not mention a capacity limit and only request that we open (and then close) all the windows. We do not therefore know if the lunch club will be operating.

- Ros to bring masks and hand sanitiser for reception/hall
- Margaret will provide notices for chairs to enable social distancing. (approx. 50 should suffice)
- Room for one scooter and one wheelchair needed at front
- Tables for signing in as usual in worship centre. One person to man and ensure all do sign in.
- On arrival, if Worship Centre not open, members to be directed to hall where they can socially distance as Foyer will be busy and congested.
- Tables in Foyer for membership cards
- VISITORS will be required to provide an address for track and trace purposes but members will just tick attendance sheets as we have access to addresses via Beacon. **ACTION MARGARET/BOB**
- Tony to remind people that they can remove their mask once sitting but are asked to replace when they get up or are walking around. **ACTION TONY**

Please all be willing to help get everything set up. Neil has confirmed Screen will be himself, Irene and Denise Aaron. **ACTION ALL**

NB – Christchurch have now put an electronic barrier to the car park. The code has been given confidentially to the treasurer, Secretary and Chair. Anyone with a valid reason to ask for access should contact one of them. This cannot be guaranteed. The speaker will take precedence. Otherwise we are not responsible for member parking. This includes those with a disability badge who do have the option to park on street. We should NEVER give anyone the code, but one of the code keepers should meet and allow access for those who have been allocated a space if available.

7. Groups report

This had been previously circulated. Neil pointed out that at least 2/3 of groups are now meeting by one means or another and more are meeting physically each month.

Updated Convenor Pack

He apologised for it not being ready for this meeting due to other commitments. He said it would be ready for circulation by the end of this week. **ACTION NEIL**

8. Membership report This had been previously circulated. Membership has increased again by four. Margaret had received another enquiry since circulating these figures.

Membership currently stands at:	Individual	362
	Honorary	6
	Associate	6
	TOTAL	374

At the end of 2019 we had about 420 members. Given the Covid effect the current figure is very encouraging and once the web site is updated to show a resumption of activities it may attract more lapsed members back.

9. Wellbeing report

Sandra had invited 14 'new' members to the coffee morning and eight had attended. She had also received a few apologies from people who said they would attend another one. She had sent out a follow up email and had a number of replies. She intends to email her kitchen helpers to ensure they are available for 14th. **ACTION SANDRA**

Christmas Lunch: Neil will put a note in the newssheet about NO Christmas lunch as Sandra is still receiving enquiries. **ACTION NEIL**

10. A.O.B

Safeguarding: Keith raised this issue. We do have a policy but in line with all our current policies and procedures this should be reviewed. **ACTION ROS/MARGARET/KEITH** Neil will add an item to the convenors pack meanwhile. **ACTION NEIL** Safeguarding should also be part of the induction training for committee members and at the annual convenors meetings which Neil will arrange by 'faculty' for 2022 **ACTION NEIL**

11. Date and times of next meeting – ZOOM

Tuesday 28th September 10:30 by Zoom

Tuesday 26th October 10:30 by Zoom

Tuesday 30th November 10:30 by Zoom. Apologies Ros who will send any items to Margaret to report on her behalf **ACTION ROS**

12. Holiday Dates

Ros: 20th November – 6th January

Tony: 28th August to 4th September; 30th October – 8th November.

Margaret: 23rd March 2022 – 6th April 2022; 30th April 2022 – 11th May 2022

Neil weekend EITHER 5th or 12th November TBA

The meeting closed at 12:30pm