

**Leicester U3A (Charity Number 1083274)**

**Minutes of the Committee Meeting held by Zoom on Tuesday 23 February 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); Robin Bowler (Minute Taker).

Meeting hosted by Henry with Tony as Chair

**1. Welcome & Apologies**

No apologies

**2. Minutes last Meeting of 9<sup>th</sup> February 2021**

Minutes were approved

Matters arising – Tony mislaid Bradford U3A request re ethnic minority recruitment. Margaret to locate and forward. **ACTION**

**3. Chairs Report**

a) Facebook

Proposal to use u3a Facebook to promote u3a day later in the year. Ros to contact Steph who administers Facebook page. **ACTION ROS**

**4. Secretaries Report**

**a) AGM**

i) Documents for Zoom AGM – all were agreed. Nominations required by post or in person. Under new constitution committee members can nominate each other provided they are not 'connected'. Need three signatures so will accept three hard copies.

ii) Timeline for documents – this had been circulated and was tight but achievable.

Committee were satisfied with proposals. Margaret to circulate nomination forms etc.  
**ACTION MARGARET**

iii) Newsletter – details of AGM to be included.

**b) U3A Day**

Ros had circulated information but unsure as to how to digitally promote u3a. Neil advised that within the national u3a website there was digital information available that might help but unsure where it was located. Neil had contacted Irene regarding video presentation which

she thought was achievable. Margaret suggested contacting groups for contributions. Uploading any video to YouTube as channel might be problematic. Use of pamphlets or local free newspapers to advertise mentioned. Ros had contacted TAT and notionally they can host as a platform. Margaret suggested 1) Contact Irene regarding what is required and equipment available, 2) Seek group contributions, 3) confirm TAT platform.

Neil questioned if better to spread it over the week. Irene can help with video loop if u3a were able set up a publicity table at the Highcross. However, despite requests no response forthcoming from Highcross. Margaret wondered about advertising costs using the Mercury.

Ros noted links with Leicester Volunteer Service, Age UK and NHS Social prescribing to help publicise the event.

Neil has contact with free newspapers regarding advertising the day.

It was agreed that Neil would circulate convenors for contributions to the video from groups)

Radio Leicester, Neil 'volunteered' to contact them to give a talk but needs support. Aim being to target what u3a offers. **ACTION NEIL**

## **5. Treasurers Report**

a) Debit Card. Still awaited. Bank were being tardy. Bob to review history and circulate.

### **ACTION BOB**

b) Zoom licence purchase. Require credit card to purchase. If card not received soon Bob would use his credit card and reclaim through expenses.

Asset register – laptop possibly unaccounted for, 3 laptops on register and location of 2 of these known. Bob to issue email to owners shown on register. **ACTION BOB**

Subscriptions. New members from July to the end of October pay a reduced fee. After 1<sup>st</sup> November the subscription covers the following year. For 2022 there would be one off reduction due to COVID.

## **6. Speaker Programme**

March speaker had dropped out. Suggest use this slot to practise and test use of Zoom.

April speaker arrangements pending. No response as yet from those for July or June.

Membership card has programme on reverse - will hold off printing this until u3a can meet in person.

## **7. Groups Report**

Nothing extra to report by Neil.

## **8. Membership Report**

Nothing to add to report. Margaret joined webinar re Beacon 2 and was aware of additional facilities. Margaret to speak to Irene re modules and report back to committee including

costs for Beacon2 and arrange a meeting with her when possible to discuss possible additional uses of Beacon 2. **ACTION MARGARET**

### **9) Wellbeing & Hospitality**

As lockdown restrictions ease sometime this year request for cakes at first meeting.

82 cards had been sent out to members by Elizabeth Hassell. She had been thanked by Sandra but additional note of gratitude to be sent by chair. **ACTION TONY**

### **10) AOB**

Zoom users guide, Neil to circulate draft thank you response regarding comments from Sue  
**ACTION NEIL.**

Generic Emails– Neil not always getting copy, Ros to try his private email in future. **ACTION ROS**

### **11) Date and time of next meeting by Zoom**

- Tuesday 30<sup>th</sup> March 2021 @ 10:30
- Tuesday 27<sup>th</sup> April 2021 @ 10:30

All via Zoom hosted by Henry

Note - Monthly Meeting 9<sup>th</sup> March to start at 2:00 pm for committee members and for others at 2:30. Details regarding log in links to be passed to Margaret as soon as available from Henry for distribution.

### **12) Holiday Dates**

Tony 9<sup>th</sup> - 27<sup>th</sup> May

Margaret 15<sup>th</sup> - 26<sup>th</sup> May, 15<sup>th</sup> - 21<sup>st</sup> June

Robin 18<sup>th</sup> - 27<sup>th</sup> May, 13<sup>th</sup> - 19<sup>th</sup> June, 25<sup>th</sup> - 5<sup>th</sup> July

Meeting closed at 12:30 and included two short breaks between 40 minute sessions.