

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting held by Zoom on Tuesday 9th 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);

Meeting hosted by Henry with Tony as Chair

1. Welcome & apologies Apologies were received from Robin Bowler (Minute Taker). Margaret agreed to take the minutes

2. Minutes last Meetings

- a) Following minutes were approved:
 - 19th January 2021
 - 19th January 2021 (confidential)

Tony will print out and sign a copy of each and post to Ros for retention. **ACTION TONY**
Ros will arrange for the NON confidential ones to be posted to the web site. **ACTION ROS**

- b) Matters arising: None not already on the agenda

3. Chairs Report

- a) Confidential see separate minutes
- b) Membership Survey & Information held (re Bradford U3A)

We had received a request from Bradford U3A to ask what efforts we had made to recruit from local ethnic groups and what success we had. They were trying to compare their own profile with the National survey results but Beacon did not hold or allow us to hold information on age, race, etc. It was decided that we could not justify asking membership for this information under GDPR even if we wanted to, however Tony will draft a response highlighting our efforts via local community groups with little success and circulate to Neil and Ros. **ACTION TONY**

Neil mentioned the wider participation sub-committee which included himself, Ros, Rob Hunter and Peter Stansfield. Elisabeth had also been a member and considerable work had been done prior to lockdown. They would not be able to resume their activities until face to face meetings were possible due to the interaction with other outside bodies.

4. Secretaries Report

a) Zoom – Ros suggested that a protocol for managing meetings should be written This was agreed and she will draft a procedure for circulation **ACTION ROS**
Neil had written and circulated a procedure for using Zoom which the committee all approved for circulation to convenors. Neil will do this, adding that the protocol document will follow in due course. He will also put a notice in the newssheet advising members of the procedure and inviting individuals to request a copy. **ACTION NEIL (2)**

Bob reported that he had been promised the debit card within 7 days and expected it any day now allowing for postal delays. He was therefore willing to go online and purchase the agreed three licenses for Henry, Neil and Ros. He asked for assistance in navigating the web links for this and it was agreed that Ros will send him these and be available to assist him in the purchase **ACTION ROS**

b) Liaison with Regional Public Relations Advisor – Although this does not have to be a committee post it would facilitate matters if the person acting was on the committee. Ros was willing to take this on as it sits well with her other activities under widening participation. It also sits well with the TAT recruitment initiative. Ros will respond to the request **ACTION ROS**

c) AGM – This item was deferred to the next meeting to allow time for Ros and Margaret to circulate a timetable for a virtual AGM in May. **ACTION ROS & MARGARET**

d) U3A day – Neil gave a brief history of the preparations for the original u3a day which had now been deferred to June. The sub-committee managing this now comprised himself, Denice Buchan, Henry and Irene. Irene had agreed to put together a video of activities which they had hoped would be running in the Highcross shopping centre together with three tables of groups information etc. He had had no response to any approaches to the management company anyway so he now proposed this should form the basis of a virtual celebration instead. He also proposed that we should run a massive advertisement in the local press alongside this. It was decided that Neil should:

Contact Irene to ascertain the status of the video and what she could/would do to upgrade it to a full presentation.

Ask groups to start thinking about their contribution to the final production **ACTION NEIL (2)**
In order to find out how we might make this accessible to the membership and general public Margaret will contact Andy Williams to put him in touch with Neil to discuss our options. **ACTION MARGARET**

e) **Minutes:** Ros asked that we revert to the former process for distributing minutes as Margaret & Neil were unable to access Google docs links to save or print., and multiple versions caused confusion:

Minute taker draft minutes sent to secretary

Secretary corrects and sends as draft to Committee

Committee comment

Secretary amends and files final version for distribution.

This was agreed.

5. Treasurers Report

a) Subs for 2022 Tony did not want to commit himself to a figure until the latest possible time so that he had as much information in the accounts to help him compute it. However, he felt that something between £5 and £10 should be possible.

b) Bank Transfer He now has online access to the bank account. Bank Transfer had been tried as an option to overcome the difficulties caused by lockdown, and had worked well. He proposed that we allow this in future as an option for all renewals but that we would no longer request the senders bank details for identification purposes. Margaret had adapted renewal documents and sent drafts to him and to Ros which they both confirmed were OK. This was agreed. Margaret will now circulate these to the whole committee **ACTION MARGARET** He has also set up another control account in Beacon for this.

c) Accounts for 2020 – he has been in conversation with the examiner to agree the accounts. This is an ongoing dialogue and may take some time. There are some changes in presentation which follow from Beacon. He is also trying to simplify the accounts and as agreed that he will do a note to the accounts to continue the precedent set by Bill Manners. Bob also questioned the number of honorary members so Margaret will send him a list including their transaction numbers for identification purposes. **ACTION MARGARET** Bob will circulate the completed accounts to the committee prior to its circulation to members for the AGM **ACTION BOB**

6. Membership Report The report previously circulated was updated to include membership renewals received including today. Membership currently stands at 359. 347 Individual, 6 Honorary and 6 Associate. There are now only 23 members without email and Margaret requested that they be circulated with an updating report welcoming them back and highlighting future activities i.e. AGM etc. Tony will draft a letter/report and Margaret will print and circulate it. **ACTION TONY & MARGARET**

7. Groups Report Neil highlighted group changes and those in difficulty. He intends to contact all those convenors who regularly fail to respond to his email as a next step. **ACTION NEIL.** Margaret reported that she has today sent a reminder to those who have not responded to the groups' audit.

8. Programme Keith has speakers willing to use ZOOM for April (confirmed) and March (waiting confirmation). As soon as he has confirmation he will circulate. **ACTION KEITH** Margaret asked as she needs it for the newsletters. He is still waiting replies from possible speakers via Zoom for June & July but has left original speakers in place for September to November in anticipation of return to normal meetings. The original speakers for earlier were unable (except 1) to facilitate Zoom. He has agreed with speakers and Henry that nearer the time he will put them in touch to manage the links etc. **ACTION KEITH & HENRY** Bob asked for advance notice of charges which Keith said are included in the programme details he will circulate. This is because of the delay in getting two signatures on cheques at the moment.

9. Wellbeing & Hospitality Sandra had nothing to report but it was agreed that she would ask Elisabeth Hassall for a report on card activity for future meetings. **ACTION SANDRA**

10. A.O.B There was none

11. Date of next meeting Tuesday February 23rd 10:30 by Zoom
 Tuesday 30th March 10:30 by Zoom

12. Holiday dates	Robin	18 th – 27 th May	13 th – 19 th June	25 th June – 5 th July
	Tony	9 th – 27 th May		
	Margaret	12 th – 26 th April	15 th – 26 th May	15 th – 21 st June

Meeting closed at 12:30 and included two breaks after 40 minutes each session.