

LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 13 May 2020 at 2 pm held using the Zoom conferencing facility

Participating: Liz Bradshaw (Chair), Marion Tyler (Secretary), Michael Austin, Derek Blayney, Ann Holmes, Janet Kennedy, Hazel O'Hare, Jennie McWalter, Neil McWalter, Margaret Sheppard

1 Apologies for absence: none

2 Minutes of the meeting held on 21 April 2020: these were approved for publication

3 Matters arising from the minutes not covered elsewhere on the agenda:

item 3 completed

item 6 the accountant will have to be able go to his office to consult documents about last year's accounts

Action: HO'H will follow this up
other actions in Item 6 completed

Item 7 all actions completed

Item 14 this procedure has been established

Item 15 completed

4 The Summer Programme: At least 18 activities are happening on Zoom, most of them continuing courses. MA is sending out emails via Beacon of everything he knows of.

Actions: MA will contact Samuel Gray to enquire if he is able to increase numbers, repeat or record his course which was oversubscribed in minutes.

MT will reply to a letter of complaint from a member about the difficulty of accessing courses.

DB will contact South Downs College to obtain 25 copies of the Summer Programme and ask for the remainder to be recycled. He will inform Hilary Golden.

5 The Autumn Programme: It was **agreed** to abandon our usual Open Day in September. It was **agreed** that we would not charge for Zoom meetings at the moment as we have sufficient funds to cover the cost of the licences that DB has bought. If we need to in future membership fees would be increased if further funding became necessary. It was **agreed** that our unused biscuits would be given to a food bank.

Action: MT and MA to liaise with Hilary Golden to contact all convenors to ask what they would be willing to offer in the autumn.

6 Recovering venue hire costs: report circulated. The Town Hall has said it will credit us with fees paid in advance.

7 Membership Secretary' report: no change. We must anticipate a drop in membership and income levels.

8 Course Provision Co-ordinator's report: report circulated.

Action: MA to accept Sarah Beauchamp's offer to provide Zoom training.

9 Information for the website: Sue Davies has resigned as web editor.

Action: MT will email Sue Davies to enquire how to access the website, and failing that ask Gordon Bull.

10 Date of the next meeting: Wednesday 3 June 2020 at 2 pm, and three-weekly thereafter.

Action: DB to set up Zoom invitations to the meetings.

11 Any other business: We have sufficient Zoom licences for all convenors who require them. The implementation of Beacon 2 has been put back by at least six months. HO'H is still checking signatories and arranging online banking.

The meeting closed at 3.45 pm.