

LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 16 September 2020 at 2 pm using the Zoom conferencing facility

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

1 Apologies for absence: none

2 Minutes of the meeting held on 26 August 2020: these were approved for publication.

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

Item 3 the Badminton payments are not yet finalised

Job descriptions have been circulated and will be discussed at a future meeting.

4 Treasurer's report: report circulated

Action: HO'H will ask the Out and About and Writing Workshop groups to provide explanatory accounts for the AGM.

5 Assistant Treasurer's report: report circulated

Action: AH will rewrite the course joining instructions for the next programme.

6 Membership Secretary's report: report circulated

It was agreed that members accidentally paying twice should be reimbursed. A mechanism is needed for allowing members of other U3As to access Zoom courses – face-to-face they must become associate members.

7 Course Provision Coordinator's report: report circulated

Action: GB, DB and MA will continue to explore relations with other U3As.

8 Beacon replacement update: report circulated

DB is still exploring Simple Membership and U3Aweb. A decision is needed by March when our Beacon subscription falls due.

9 Video conferencing report: report circulated

10 Tutor/Convenors' meeting: report circulated

Another meeting will be held during the next term.

11 Buddy scheme update: report circulated

Action: MT will thank Jill Townsend for her work setting up the scheme.

12 Newsletter: the first edition had been circulated to the committee and was praised. The editor would like to call it 'The Bulletin' which was agreed. To mail members without email will cost about £30. A procedure for opt out will be needed after the first edition.

Actions: MT will thank Jackie and ask her to circulate the first edition by email.

DB will arrange printing for non email members using East Sussex College if possible.

GB will print sticky address labels

J and NMcW will distribute printed copies by post.

13 Committee handbook: Printed copies are now out of date but all the information as it is updated is available online using the link: www.u3a.org.uk/advice. It might be necessary to register.

14 Birdwatching:

Action: MT will ask Clare Hurworth for a risk assessment and for feedback after the first event.

15 AGM arrangements: It was **agreed** that we should hold the AGM by the Zoom conferencing facility in November using advice from TAT.

Actions: GB will prepare the report for the Charity Commission and HO'H will prepare the accounts and send them to the examiner. These will then be sent to all Trustees for approval before circulation to members.

GB, and DB will discuss mechanisms for pre-voting.

16 Any other business:

i Job descriptions:

Action: ALL to redraft their job descriptions and circulate them to other committee members ahead of the next meeting.

ii Vice Chair: GB and MT have interviewed one prospective candidate and will interview another next week. One will possibly be invited to become secretary.

iii Grant application: GB has requested a grant of £1000 from Lewes Town Council and will hear the result on 8 October.

17 Dates of future meetings: Wednesday 7 October 2020 at 11 am primarily to plan for the AGM, and Wednesday 28 October 2020 at 2 pm.

The meeting closed at 4.15 pm