

LEWES U3A EXECUTIVE COMMITTEE MEETING

Special Meeting held on Wednesday 19 August 2020 at 2pm using the Zoom conferencing facility

Participating: Marion Tyler (Secretary), Michael Austin, Derek Blayney, Ann Holmes, Janet Kennedy, Hazel O'Hare, Jennie McWalter, Neil McWalter, Margaret Sheppard
Gordon Bull took the Chair after Item 3
Jackie Ralph joined the meeting for Item 4

1 Apologies for absence: none

2 Motion to co-opt Gordon Bull to the committee: This was proposed by Marion Tyler and seconded by Derek Blayney. Passed unanimously.

3 Election of Chair: Gordon Bull was elected unanimously.

4 Discussion re the proposal to institute a newsletter: It was **agreed** that Jackie Ralph should write a trial monthly newsletter to be viewed by the committee. It will then be forwarded to members with email and printed out by buddies for other members if a system can be created. It is hoped this can be published by the end of September and contain 4 or 5 pages to start with. Any data protection protocols can be addressed by asking members to opt in to receiving copies.

Actions: GB to send an introductory email to all members introducing the scheme.

Jackie Ralph to follow up with an email to all members requesting ideas and information, copy and illustrations. Information should go up to twelve months ahead for planning.

DB to send Jackie Ralph our logo and official guidelines and set her up on Beacon.

AH to proof-read.

5 Future structure of the committee: A discussion paper by DB was previously circulated.

The following structure was **agreed:**

Chair

Secretary

Treasurer

Membership Secretary

Assistant Treasurer

Vice Chair, to be appointed to take responsibility for succession and perhaps another role

Course Provision Coordinator

Group Leader Coordinator

Equipment Officer

Minutes Secretary

Two Accommodation Officers are currently co-opted

The current Programme Editor does not wish to be on the committee

Other roles needed: Covid 19 Health and Safety Officer, Newsletter Editor, Publicity Officer, Buddy Organiser, Refreshment Supplies Officer, SUN rep, Web Editor, Database Administrator, IT coordinator, Beacon back up

Action: DB to research options for website document storage such as Dropbox

6 Any other business:

Actions:

MT to discuss setting up a Buddy system with a member who has volunteered for this role.

GB to discuss the role of Vice Chair with a member who has volunteered for this role

ALL to send in their written reports ahead of meetings, and everyone to read them in preparation.

The meeting closed at 3 53 pm.