

LEWES U3A EXECUTIVE COMMITTEE MEETING

Tuesday 21 April 2020 at 2 pm held using the Zoom conferencing facility

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

1 Apologies for absence: Hilary Golden

2 Minutes of the meeting held on 7 February 2020: These were approved for publication.

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

Item 4 in abeyance owing to the coronavirus lockdown

Item 5 **Action:** MT will check that all information has been transferred to her from Lynne Masters

Item 7 in abeyance

Item 8 completed but there had been no responses

Item 17d DB wished to withdraw his paper

Item 17f the summer programme is in abeyance, Lynne Masters had circulated her draft proposals

Item 17gi completed

Item 17gii in abeyance

Item 17giii **Agreed** that we would not take part in the unlikely event of the event going ahead

4 Chair's report: none

5 Secretary's report: none

6 Treasurer's report: report circulated, The change of signatories from Sue Davies has not been finalised.

Actions: HO'H will continue pursuing discrepancies in last year's accounts with the auditor.

J and McW will provide a list of bookings made for the summer term to HO'H

HO'H will then check for any payments in advance and investigate if we can make reclaims

7 Programme Editor's report: report circulated.

Actions: MT will undertake the group co-ordination role and email all convenors for their views on the summer programme

MA will send an email to all members enquiring about running courses for the autumn term

MA to enquire if TAT, who are using Zoom, could buy a licence for all U3As.

LB will contact Sue Davies to update the website and list the courses which are running with Zoom during the summer term.

J and NMcW will make liaison calls to all our venue providers regarding possible autumn usage.

8 Equipment Officer's report: report and Beacon status report circulated. There are still 3 laptops available if convenors wish to borrow them.

9 Accommodation Officers' report: All bookings have been cancelled apart from the Open Day and the AGM.

10 Membership Secretary's report: It was **agreed** that anyone joining in the summer term would only be charged £5.

11 Publicity Officer's report: report circulated

12 Frequency of meetings during the current situation: It was **agreed** that the next Zoom meeting would be held on Wednesday 13 May after the next phase of lockdown was announced, and thereafter short fortnightly meetings would be held to monitor developments.

13 Website: see item 7 above

14 How/who manages notification of death of a member:

Actions:

JK will inform DB as soon as she hears of a death

DB will then remove their name from all their groups through Beacon

15 Any other business:

Action: MT will email the membership to inform them of the current committee as summer programmes have not been sent out.

The meeting closed at 3.40 pm