

## LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 24 June 2020 at 2 pm using the Zoom conferencing facility

**Participating:** Derek Blayney (in the Chair), Marion Tyler (Secretary), Michael Austin, Ann Holmes, Janet Kennedy, Hazel O'Hare, Jennie McWalter, Neil McWalter, Margaret Sheppard. Liz Bradshaw joined at item 5 and took over the Chair.

**1 Apologies for absence:** none

**2 Minutes of the meeting held on 3 June 2020:** these were approved for publication

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

Item 4 from the previous minutes The College printing department still cannot be contacted.

**Action:** DB will continue to try to contact them

Item 5 i continuing, MT will forward all information to HG by next Monday

Item 5 iv no reply yet received

Item 5 v no replies have been received to the advertisement

Item 8 completed

Item 12 completed

**4 Treasurer's report:** report circulated. The recommended balances to be kept are 6 to 12 months of running costs, which are currently £64 000.

**Actions:** HO'H will produce more analysis for the next meeting and recommendations for increasing course fees to £1.25 or £1.50 per session with further increases for members attending single sessions of courses. These will be reviewed when physical meetings become possible again.

HO'H will also analyse the costs of all courses. These will be used to discuss whether more financial investigations should be made before new courses are sanctioned and whether refreshment charges should be reintroduced.

HO'H will consult Carol Morgan about the possible closure of the Out and About bank account.

MT will inform the Film Appreciation Group that their films can no longer be paid for from funds.

DB will obtain a Convenors' Handbook

**5 The Autumn Programme:**

**i) Should Hilary put a full programme on-line:**

**Actions:** MT to ask Hilary to go ahead with an on-line programme in the same format as our printed programmes so that it could be easily printed if this becomes possible

LB, JMcW and NMcW will meet with the Town Hall Manager to discuss using the Town Hall again when this becomes permissible

**ii) Agree an application process:** Applicants for new courses should email Ann Holmes on the given date. A buddying system will be needed for members without internet access. Continuing courses will operate as currently.

**Actions:** MT will contact TAT to obtain a risk assessment form for members' home meetings.

Members will be asked to sign a disclaimer.

**iii) Managing large numbers joining group/courses using Zoom:** see Item 7 below

**6 Membership Secretary's report:** It was **agreed** that the memberships fees should remain the same in September. It would not be legal to refund any fees.

**7 Lewes Public Lecture:** report circulated. Large numbers have been found manageable with two co-hosts if members join early.

**Action:** MA will try to organise further Lewes lectures for August and September .

**8 Beacon Update:** report circulated

**Action:** DB will form a project team under his leadership to assess possible future systems to use when Beacon is phased out.

**9 Third Age Trust AGM:** This will be held on-line and all members can attend.

**10 Any other business:** none

**11 Date of the next meeting:** Wednesday 15 July 2020 at 2 pm by Zoom

The meeting closed at 4.05 pm.