

LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 23 June 2021 at 11.30 pm using the Zoom conferencing facility

Participating: Gordon Bull (Chair), Marion Tyler (Secretary), Michael Austin, Ann Holmes, Janet Kennedy, Susan Murray, Jackie Ralph, Anne Williams, Margaret Sheppard (Minutes Secretary)
In attendance Derek Blayney for items 3, 5,8 and 9

1 Apologies for absence: Hazel O'Hare, Jennie McWalter, Neil McWalter

2 Minutes of the meeting held on 26 May 2021: these were approved for publication

3 Matters arising from those minutes:

Item 4 both actions completed

Item 5 completed

Item 7 completed

Item 9 because of continuing Covid rules it was decided to use Zoom again

4 Future of Lewes u3a: report circulated

1 Structuring the Year – it was agreed to adopt a quarterly structure, 6 votes for, 2 abstentions

2 Handbook – it was agreed to create a Handbook sometime in the future, after a group had considered what details it should contain, how it should be distributed and how often it should be replaced. Votes 5 for and 4 abstentions

3 Seasonal/quarterly programme – this was agreed to unanimously in principle. The Programme Editor will be consulted.

4 How to join a group – this issue was deferred to the working group to consider further
A start of 1 January 2022 will be aimed for.

5 Autumn Term:

i) Re-opening issues: reports circulated from the Programme Editor and JMcW and NMcW

Actions: GB will contact HO'H and ask her to be on a sub-committee to consider future fees, with AH, AW and DB who have agreed to be members

GB will contact Hilary Golden to inform her of the finance sub-committee and say that we are not in a position to decide anything before 19 July. She should therefore advise tutors and convenors to assume courses will be on Zoom, but to allow for face-to-face resumption if this becomes possible and if they wish it. Courses in members' homes should be able to continue as before.

ii) Covid risk assessments: TAT forms circulated. These will have to be used when we re-open.

lii) Continued use of Zoom: Tutors and Convenors would prefer face to face meetings but would continue to use Zoom if necessary. It was pointed out that there is a transcription facility for the hard of hearing on Zoom.

iv) Hybrid meetings: report circulated

Action: DB and MA will hold a trial public lecture using existing equipment and a small number of face-to-face participants, probably in the Linklater. Robert Tambling has offered to help.

v) Tutors and Convenors meeting: Carolyn Blayney has requested another Tutors and Convenors meeting to share experiences. This will be arranged after 19 July when future rules will be clearer.

Action: MT to arrange this.

vi) Printing of Autumn Programme: This will be published online but with printed copies for those without internet access.

6 Treasurer's report: report circulated

Actions: The Finance sub-committee should investigate the use of Go Cardless and the possible use of Eventbrite for Zoom payments.

7 Membership Secretary's report: report circulated

8 Review of u3a Day: JR thanked GB, AW, MS, JK and DB for their help. She felt it was a poor time of year when our programme was not known and TAT had not given enough support and publicity. She will attend a TAT meeting and give her views. GB thanked JR for a great success.

9 Beacon training: report circulated

Action: DB will give a short introductory talk to the Tutors and Convenors meeting to encourage further take up, and give more extensive tutorials later.

Data Protection concerns mean that more use should be made of emails through Beacon.

10 Proposal from Terry Metheringham: report circulated

Action: MA will liaise with Terry Metheringham to discuss his ideas and possibly develop study days at the Linklater next summer.

11 Any other business: there is concern at the lack of a Health and Safety Officer as we open up after Covid.

Actions: GB will look for a role description and JR will advertise the post in the next Bulletin.

12 Date of the next meeting: Thursday 29 July 2021 at 2 pm.

Action: GB will collect the papers and send them out with the Agenda, in the absence of MT.

The meeting closed at 1.42 pm