

## LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 28 October 2020 using the Zoom conferencing facility at 2 pm

**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 7 October 2020:** these were approved for publication.

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

Item 3 completed

Item 6 all completed

Item 7 Hilary Golden was not able to attend today but hopes to be at the next meeting

**Action:** GB to invite Susan Murray to observe the next committee meeting.

**4 Treasurer's report:** report circulated. It may be possible to request a grant of up to £500 from the Police proceeds of crime funds.

**5 AGM arrangements. Review all papers to be sent out with the Agenda:**

All the draft documents were scrutinised and amended where necessary.

The Report and Accounts to the Charities Commission document was **approved** by all the Trustees after corrections had been made. The cover letter will contain the names of the 10 nominated prospective committee members. Two further members can be co-opted after the AGM. It was agreed by a majority of members to record the AGM. This recording will not be published and will be destroyed after one year. The role of Health and Safety Officer will be taken on by J and NMcW in addition to their Accommodation role. JMcW can be co-opted after the AGM. Other reports will be given verbally at the AGM.

**Actions:** MT will prepare the revised cover letter, Agenda and Annual Report to be sent out with the Minutes of the previous AGM. If she needs help with counting postal votes she will request it. J and NMcW will collate and fill the envelopes for those without email.

GB and DB will share the printing

DB will handle the technology for the virtual AGM

**6 Spring programme:** this was postponed until Hilary Golden can be present.

**Action:** MA and MT to contact Hilary Golden in the meantime.

**7 Job descriptions:** these were all approved but 'Role' will be used instead of 'Job'.

**Action:** GB to forward the revised role descriptions to the Web Editor for publication.

**8 Any other business:**

**i Use of U3A branding:** the new logo should be used from now on

**ii Sharing with other U3As:** there have been two responses and they will be invited to the next public lecture. There are also negotiations taking place with other Jazz Groups.

**iii Publicity Officer:** Jackie Ralph has volunteered to take over the role.

**Action:** GB will inform her that she can be co-opted to the committee after the AGM.

**iv Tutors and Convenors meeting:**

**Actions:** MT will consult about availability and call a meeting for early December.

MS will take the minutes.

**9 Date of the next meeting:** Wednesday 18 November 2020 at 11.30 am, to focus on running the AGM.

The meeting closed at 4.07 pm.