

LEWES U3A EXECUTIVE COMMITTEE MEETING

Thursday 2 September 2021 at 2pm using the Zoom conferencing facility

Participating: Gordon Bull (Chair), Marion Tyler (Secretary), Michael Austin, Hazel O'Hare, Jennie McWalter, Neil McWalter, Susan Murray, Jackie Ralph, Anne Williams, Margaret Sheppard (Minutes Secretary)

In attendance Susan Yates for item 6 (left at 3.45 pm) and Derek Blayney for items 7 and 10

1 Apologies for absence: Ann Holmes, Janet Kennedy

2 Minutes of the meeting held on 29 July 2021: these were approved for publication

3 Matters arising from those minutes not covered elsewhere on the Agenda:

Item 4 all actions completed

Item 5 completed. Small amounts may be copied for educational purposes but copyright material must not be put on public sites eg YouTube

Item 7 completed

Item 8 i) this is not possible at the moment

Item 8 ii) the 3-D printing is progressing

4 Treasurer's report: two reports circulated

Actions: HO'H will set up Eventbrite accounts for some pilot groups

GB will set up an Eventbrite account for Science Matters

HO'H will specify the large miscellaneous amounts in the annual accounts

5 Membership Secretary's report: report circulated

Actions: JR will withdraw programmes from the Library and Tourist Information Centre and supply them with brochures

6 Feedback from the meeting with Tutors and Convenors: Notes circulated

i) Collection of fees: the new procedures for Zoom are thought satisfactory

ii) Safe use of venues and homes: The draft revised Health and Safety Policy, Accident Report form and Risk Assessment forms for venues and individuals prepared by Susan Yates were circulated.

Each document was scrutinised and adopted by the committee.

There will be no refreshments provided during Covid.

Actions: Susan Yates will visit all venues to make a partial check which she will forward to MT and J and NMW, then help tutors and convenors to fill in their new risk assessment forms. She will create new forms suitable for outdoor groups.

GB will arrange for the Health and Safety Policy to be put on the website.

JR will publicise this in the bulletin and eventually put it in the Handbook.

GB thanked Susan Yates for all her hard work on these documents.

iii) Future of Lewes u3a:

There was very little feed back on this document from the Tutors and Convenors. There was only a little mixed reaction to having four programmes yearly and more criticism of the on-line programme. The document will therefore not be sent to the whole membership.

7 Zoom Licences: the new annual licence for 24 groups is starting this week at a cost in excess of £2000.

Action: DB will allocate licences as required.

8 Terminology – courses, groups, terms etc: report and correspondence circulated
The only change agreed was to alter 'new courses' to 'new groups' with established groups already having members being designated 'continuing groups'.

9 Promoting the use of direct debits: this item was postponed in the absence of the membership secretary.

10 Any other business:

i) Assistant Treasurer's report: report circulated

ii) Handbook:

Actions: GB to circulate the most recent version to committee members

DB to write a Beacon section for the membership and another for group leaders

iii) AGM:

A limit of 40 persons has now been put on the Town Hall Council Chamber so it was decided to hold the AGM on Zoom again – voting 7 for, 2 against, one abstention.

Action: MT will prepare the documents as for last year which had all worked well.

iv) Health and Safety officer:

Action: MT will contact Susan Yates to ask if she wishes to join the committee for the remainder of this year.

11 Date of the next meeting: Friday 8 October 2021 using the Zoom conferencing facility.

The meeting closed at 4.14 pm.