

## LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 3 June 2020 at 2pm held using the Zoom conferencing facility

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

**1 Apologies for absence:** none

**2 Minutes of the meeting held on 13 May 2020:** these were approved for publication

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

Item 3 ongoing

Item 4 MA too soon to know if this can happen, MT completed, DB ongoing

Item 5 completed

Item 8 completed, two prospective leaders have been referred for training

Item 9 Gordon Bull has agreed to become the Web Editor

Item 10 completed

**4 Treasurer's report:** report circulated. There is still a problem getting proper access to the accounts. It was **agreed** that Daisy Bendiner be removed as a signatory from the Lewes U3A bank accounts. It was **agreed** that Anne Williams be removed as a signatory from the Out and About bank account.

**5 The Autumn Programme:**

**i) Should Hilary put a full programme on-line:** this should happen as flexibly as possible

**Actions:** MT and MA will liaise with HG to arrange this. She should send all her information to GB to update the website

MT will ask leaders when they want to run their courses

**ii) Agree an application process:** this could be by Beacon, or a form on the website. To be discussed further

**Action:** All to investigate further

**iii) Managing large number joining group/courses using Zoom:**

**Action:** All to investigate further, including the possible use of Eventbrite, for discussion at the next meeting

**iv) Use of YouTube:**

**Action:** GB will investigate this with facility to block participants' details

**v) If social distancing is still in place would we be happy for groups to meet in members' homes:** It was **agreed** this should not happen under our auspices. TAT has stated that all group leaders should carry out a risk assessment for their courses.

The Health and Safety Officer, Chris Wollaston, has resigned and the Chair will become his acting replacement.

**Action:** MA will advertise for a new Health and Safety Officer in his next Beacon circular.

**6 Membership Secretary's report:** there have been no new members.

**7 Course Provision Co-ordinator's report:** report circulated. It will be necessary to obtain the permission of all speakers before they are recorded.

**8 Use of Beacon** It was agreed that we should adhere strictly to our Data Protection Policy not to publish matters not directly linked to the U3A.

**Action:** GB to create a section of the website for community notices. Items for inclusion should be sent to the Secretary to agree.

**9 Quorum for changing the constitution:** following a request from a member it was **agreed** that a proposal should be put to the next AGM to reduce the AGM quorum from 10% to 5% of the membership.

**10 Information for the website:** see items 5 and 8 above and 12 below.

**11 Date of the next meeting:** Wednesday 24 June 2020

**12 Any other business:** There will not be an Equipment Officer after lockdown but DB will train newcomers.

**Actions:** DB will send the latest group information to GB to post online. Non Zooming courses will be marked as in abeyance.

GB will attend meetings when there is business concerning the website.

The meeting closed at 3.25 pm.