

## LEWES U3A EXECUTIVE COMMITTEE MEETING

**Wednesday 5 August 2020 using the Zoom conferencing facility**

**Participating:** Marion Tyler (Secretary), Michael Austin, Derek Blayney, 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 15 July 2020:** after altering typing errors these were approved for publication.

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

Item 3 DB is still monitoring the reopening of the print department

MT has written to the Film appreciation group but awaits an answer

Item 4 completed

Item 5 all actions completed

Item 6 completed

Item 8 completed

Item 9 completed

Item 11 completed

**4 Treasurer's report:** report circulated

Bank transfers of fee payments will be allowed before 1 September.

**Actions:** HO'H will approach Steve Brentnall to enquire if he will become our examiner again for the next financial year

HO'H will discuss possible methods of payment with the Badminton group.

It has been discovered that Zoom licences have to be taken out by every individual leader at a cost of £14.39 per month including VAT. It was **agreed** that members would not be charged for meetings this term.

**Actions:** DB will inform leaders that they must apply for licences and claim costs back from the Treasurer.

DB will run training sessions for leaders in August.

DB will investigate the use of Webex as an alternative to Zoom.

**5 Autumn Programme:** This should be ready to publish online early next week but amendments will be made later if more courses become available

**Actions:** DB to forward the programme to GB to post online

MT to inform all members when it becomes available.

**6 Accommodation Officers' report:** none

**7 Membership Secretary's report:** The information for the renewal of annual fees has been emailed to members, and posted to the 52 addresses without email. There has been a very positive response with few members resigning.

**8 Beacon replacement update:** The working party are preparing their list of requirements. The specifications for Beacon 2 have been published but are insufficient to allow any assessment of the suitability of Beacon 2 for Lewes. The current plan indicates the first live running of Beacon 2 in a U3A in March 2021 but this target looks optimistic.

**9 Tutors/Convenors meeting:** MT proposes to hold two meetings: the first in late August for users to share their experiences of using Zoom and the second for all tutor/convenors in September. She would like the committee to attend.

**10 Inter U3A Courses:** Two reports circulated. MA will speak for 10 minutes at a SE Region meeting in August.

**Action:** MA to continue discussions on inter U3A co-operation.

**11 Monthly meetings:** It was **agreed** to try to instigate general monthly meetings.

**Action:** MT will approach possible speakers.

**12 Risk Assessments:** It was **agreed** that a new Health and Safety advisor is required particularly to lead on Covid 19 reopening.

**Action:** MA will approach a possible candidate for the position.

**13 Committee Structure:** It was **agreed** to hold a special meeting on Wednesday 19 August 2020 at 2 pm to discuss DB's discussion paper.

**14 Newsletter:** Jackie Ralph has volunteered to write a group newsletter.

**Action:** MT will invite Jackie to the special meeting on 19 August 2020.

**15 Any other business:**

(I) Following the resignation of the Chair, her letter in the Autumn Programme will be reworded to come from the committee

**Action:** MT will inform all members of LB's resignation

(ii) Th Birdwatching group have asked if they can resume outings

**Action:** MT will draft a letter for the committee's approval regarding risk assessment and following government guidelines.

The meeting closed at 3.55 pm.