

## LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 6 January 2021 using the Zoom conferencing facility at 11.30 am

**Participating:** Gordon Bull (Chair), Marion Tyler (Secretary), Michael Austin, Ann Holmes, Janet Kennedy, Hazel O'Hare, Susan Murray, Jackie Ralph, Jennie McWalter, Neil McWalter, Anne Williams, Margaret Sheppard (Minutes Secretary),  
In attendance Derek Blayney for items 6, 7 and 10 and Hilary Golden for items 6 and 9

**1 Apologies for absence:** none

**2 Minutes of the meetings held on 27 November and 9 December 2020:** these were approved for publication after corrections.

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

Item 4 HO'H has applied for a NatWest card which is free for the first year after which we will consider further options.

Item 5 completed

Item 8 a Facebook page is being set up and SM and MT have volunteered to be the necessary 'admins' to enable it.

**4 Treasurer's report:** a report on the take-up of new courses was circulated  
The only payments have been honoraria to the Town Hall staff and £104.50 for new Zoom licences.

**5 Membership secretary's report:** none

**6 Future of the programme:** report circulated

The Beacon system will continue for some lengthy unspecified time. It was agreed we should set up a group to look at the way we organise our u3a.

**Action:** GB to send emails asking for suggestions then draft Terms of Reference for the next meeting.

DB, MA and G B were thanked for their work so far.

**7 Use of Zoom licences:** report circulated, and adopted

**Actions:** DB to research our Terms and Conditions and inform our licence holders.

MA will inform any new licence holders.

**8 Arrangements for the EGM:** copies of the current constitution and proposed changes were circulated.

It was agreed to propose adding the wording from TAT allowing electronic meetings to our constitution. The quorum for general meetings should be reduced to 5% (paragraph 15.2) and the permitted number of committee members increased to 12 (paragraph 6,2).

**Action:** HO'H will consult the Charity Commission and TAT as to whether we need the consent of a general meeting to alter our charges to members and our use of cheques ( Finance section 9).  
The date of the EGM will be Friday 2 April 2021 at 2 pm and the arrangements will be as for the successful AGM in November, with the addition of an option for members to join audibly by phone if they wish.

**Action:** MT will email all members to tell them of the date, then prepare the documents for distribution at the due time.

**9 Term dates 2021-22:** these were confirmed as:

Autumn 21 4 October – 10 December

Spring 22 10 January – 18 March

Summer 22 25 April – 1 July

**10 Any other business:**

I **Dropbox proposal:** report circulated

**Actions:** DB will cancel our current contract and open a smaller free version  
DB will make an annual audit of our Beacon records to delete items not requiring retention

**Date of the next meeting:** Wednesday 3 February 2021 at 11.30 am.

The meeting closed at 1.34 pm.

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