

LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 7 October 2020 using the Zoom conferencing facility at 11 am

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 16 September 2020: after a small alteration these were approved for publication.

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

Item 4 owing to bank errors the Out and About mandate is not yet altered

Item 5 almost complete

Item 7 continuing, there has been a lack of response from several approaches but GB and Hayward Heath are cooperating on Jazz talks.

Item 11 completed

Item 12 completed

Item 14 completed

Item 16 postponed

Action: MT to put Job Descriptions on the next agenda.

4 Treasurer's report: report circulated

5 Vice Chair: Susan Murray has volunteered for this position. She will be nominated and her name added to the candidates at the AGM.

6 AGM arrangements: Six draft items of paperwork for the Zoom AGM were circulated.

i Date and Time: Phase 1 on 19 October members to be asked for any issues they want raised at the AGM by email, and by post for members without email.

Actions: MT to circulate the agreed text.

GB to test the on-line voting procedures on Science Matters members

Phase 2 on 4 November all paperwork for the AGM to be circulated to include any issues members want raising. Where two members want to vote from one household either one will have to vote in advance and the other at the meeting or both can vote before the meeting if neither are able to come to the meeting. If both wish to vote at the meeting they must sign in on separate devices as separate people.

Actions: MT to finalise the agreed text and circulate all paperwork to all members.

GB to finalise the report to the Charity Commission.

HO'H to ask the examiners to complete their work before 28 October.

ALL to read and approve the report and accounts for the committee meeting on 28 October.

Phase 3 on 27 November the AGM will be held by Zoom at 10 am. Every member who has indicated their wish to attend will be sent an invitation.

ii Recording and permissions needed to record:

Action: MA to ask the Charity Commission if this is their recommended practice. Any recording made would not be published.

7 Any other business:

i Spring Programme: this will be published on-line again.

Action: MT to invite Hilary Golden to the next committee meeting.

ii Request to advertise Lewes Literary Society in the bulletin: It was agreed that sending information to our members about other societies would be against our Data Protection Policy. Instead we will use our website for other societies and community activities to submit posts and the bulletin will be used to direct members' attention to that page.

iii Email addressees: Everyone was asked to make it clear on emails who their recipients are.

8 Date of the next meeting: Wednesday 28 October 2020 at 2 pm..
The meeting closed at 1.05 pm.