

LEWES U3A EXECUTIVE COMMITTEE MEETING

Wednesday 29 July 2021 at 2pm using the Zoom conferencing facility

Participating: Gordon Bull (Chair), Marion Tyler (Secretary), Ann Holmes, Hazel O'Hare, Jennie McWalter, Neil McWalter, Janet Kennedy, Susan Murray, Jackie Ralph, Margaret Sheppard (Minutes Secretary)

In attendance Hilary Golden for Item 4

1 Apologies for absence: Michael Austin, Anne Williams

2 Minute of the meeting held on 23 June 2021: these were approved for publication

3 Matters arising from those minutes:

Item 5 i and iv completed

Item 5 vi for future action

Item 9 for future action

Item 10 not known

Item 11 both actions completed

Item 12 completed

4 Autumn Programme: three reports circulated

Currently there are 42 courses arranged, 8 of which are new, some are face-to-face and some on Zoom

Actons: HG will email all members with email when the programme is ready and print copies for those members without email. The programme will state that this is our best intention but circumstances may change. She will arrange for the programme to be posted on our website without leaders' contact details. She will send details of courses needing venues to the Accommodation Officers.

GB will meet the prospective new Health and Safety Officer to ask her to prepare guidelines for courses and will circulate them to convenors as soon as they are ready.

MT will send advance notices of the guidelines to convenors and ask any having a change of mind about their presentation of courses to notify HG as soon as possible.

The committee was sceptical about the use of hybrid meetings which can only accommodate limited numbers face-to-face and need complex and expensive equipment.

5 Members' Fees for group meetings: report circulated

It was agreed that group fees, not in a member's home, should be raised to £2 per session for both face-to-face and on Zoom, and this will be reviewed after one year for its financial stability and effects on those attending.

Payment for face-to-face meetings will continue as before with green forms and cheques or cash on the door co-ordinated by AH.

Actions: GB will research the copyright position of non-members using Zoom meetings and check the Data Protection rules of using Eventbrite or TicketSource

HO'H will research further the use of on line payments by either Eventbrite or TicketSource instead of our current methods, including how much control we would have and the Data Protection implications.

6 Handbook – progress report: there are still large gaps in the draft document.

Actions: GB to circulate the document in its current form to all committee members.

All to read the document and write the section(s) relevant to them for submission to GB

7 Accommodation officer, Safety Officer and Equipment officer posts:

Letters of application have been received from:

Accommodation Officer – Anne Williams

Safety officer – Susan Yates

Equipment Officer – Nigel Oxley

All three were endorsed by the committee.

Actions: GB will meet with Susan Yates to discuss the role and will write to Nigel Oxley and Anne Williams confirming their appointments.

8 Any other business:

i) Farmers' Market Stall: As we are not having an Open Day this year JR proposed a stall in Farmers' Market on Saturday 18 September 2021.

Action: JR to book and organise this stall

ii) Science Matters Project: Science matters members would like to create an experimental 3-D wind powered model vehicle to attempt to make it travel faster than the wind, in conjunction with the science department of Priory School.

Action: The project can go ahead, using up to £200 of our funds if necessary.

9 Dates of future meetings: Thursday 2 September 2021 at 2 pm, then Friday 8 October 2021 at 2 pm.

The AGM will be on Friday 12 November 2021 at 2 pm, venue to be arranged.