

OLDHAM AND DISTRICT U3A COMMITTEE MEETING
HELD VIA ZOOM TUESDAY JUNE 1st 2021 10.00AM

PRESENT, V.Thomas, C.Montgomery, A.Tickle, G.Hilton, B.Gates, H.Marrs, K.Ford, J.Morris

1. WELCOME - In the absence of JT AT chaired and welcomed members to the meeting.

2. APOLOGIES FOR ABSENCE – D.Gates, J.Tobin

3. ANY OTHER NOTIFIED BUSINESS - see A.O.B.

4. MINUTES OF May 4th MEETING - They were proposed by GH and seconded by BG as being a true record, and unanimously approved by the committee.

5. MATTERS ARISING FROM MINUTES AND ACTIONS COMPLETED - See Officer reports and agenda items

6. SECRETARY'S REPORT

CM reported:

- i) Zoom Speakers- He hosted Roger Browne's zoom talk and contacted Steve Herra about his Speaker talk in June.
- ii) He added the approved date to the policy procedure and committee role documents BG had created and asked Cath Gannon to put them on the website.
- iii) He circulated his ideas relating to Trustee Induction. (There was a discussion around this, the result was new committee members should be directed towards relevant online documents and presentations, as these will be up to date and controlled, however help would be provided depending on how computer literate the new trustee is- Actions, HM to send CM a list of the relevant documentation she has found, CM to send BG some text relating to Induction and BG to create a procedure from this, VT and KF suggested a 'buddy' scheme to help new committee members may be useful.)
- iv) He assisted JT/GH with the AGM process, see point 12.
- v) He contacted Alison May at the National Office and circulated her reply relating to insurance cover for Membership Secretary and Beacon Administrators who are not committee members. The best option is to have the MS and BA as committee members, if not could they be co-opted/ex officio members?
- vi) He circulated video and email evidence relating to trustee terms of office reset that we had received.
- vii) He also emailed to inform committee members where to see Neil Stevenson's comments on trustees changing roles on a committee on the Greater Manchester Zoom Meeting video.
- viii) He asked CG to put Marlene Laing as acting Membership Secretary on the website and to change the fees payable to what had been agreed.

7. TREASURER'S REPORT

VT reported: The General Account as of 31st May is £11,190.62;

An invoice for Capitation fees of £2,128.00 was received from the Third Age Trust and has been paid.

A credit note was received back in April from The Trust of £228.16 for TAM overpayment, however this hasn't yet appeared in the bank, VT to follow this up.

Membership fees paid into the account: £95.00.

May Speaker fees were £50.00

Printing for A.G.M. Annual Report Booklet costs were £343.00, there are no outstanding bills.

The Social Account as of 30th April is £4265.89, the only recent activity relates to a MOTOS trip in September and Walking Cricket money paid in.

8. CHAIR'S REPORT -

9. DOCUMENTATION

See items 6 ii,iii

10. MEMBERSHIP UPDATE

The committee agreed to leave the period of time before a membership lapses for non-renewal at 22 weeks.

11. UPDATE ON GROUP ACTIVITIES

VT reported that the MOTOS group is advertising events from September via the website.

GH stated that indoor groups are waiting until 21st June to see what restrictions will be in place then.

GH will email all Group Leaders to find out what is happening/planned for their groups. GH will collate this information and email it to all members but also include this as a note with the AGM voting documentation that will be posted to members who don't have emails.

12. AGM

GH sent to the committee an updated AGM timeline yesterday. Nominations for the committee and motions are to be returned by 17th June. To keep the committee updated CM will issue a list of nominations and motions received to date on 8th and 15th June. CM will organise a zoom meeting for Friday 18th June at 10am for the committee to define which existing committee members will stay on the committee, which officer roles they are willing to continue with and also clarify other nominations for the committee and motions that members will need to vote for.

This meeting will also discuss other options such as co-opting members onto the committee after the AGM if places are available.

13. A.O.B.

JM had collated volunteer responses from the membership renewal forms. This information needs to be shared with Monthly Meeting Organisers, such as refreshments and welcome team, who will know if these are new or existing volunteers.

GH suggested that groups of volunteers could be created on Beacon to allow ease of emailing by the various organisers. This need to be actioned when we know when monthly meetings are to be restarted.

BG suggested having monthly meetings as an agenda item from now on, CM to action this.

The Chair closed the meeting at 11:38

Date and Time of next meeting. Tuesday July 6th at 10am, CM to email a Zoom link

ACTIONS.

- a. HM to send CM a list of the relevant Trustee Induction documentation she has identified.
- b. CM to send BG some text relating to Trustee Induction and BG to create a procedure from this,
- c. VT to chase up the credit for TAM overpayment
- d. GH to ask Group Leaders what their plans are for Group activities
- e. GH will email this information to members and also add a note to what is being posted re AGM voting.
- f. CM to add Monthly Meetings to future agendas.