

OLDHAM AND DISTRICT U3A COMMITTEE MEETING  
HELD VIA ZOOM TUESDAY MARCH 2<sup>nd</sup> 2021 10.00AM

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

2. APOLOGIES FOR ABSENCE – D.Gates, S.Hobson, B.Hinley

3. ANY OTHER NOTIFIED BUSINESS - See Item 13.

4. MINUTES OF FEBRUARY 2<sup>nd</sup> MEETING - They were proposed by JM and seconded by GH as being a true record, and unanimously approved by the committee.

5. MATTERS ARISING FROM MINUTES AND ACTIONS COMPLETED - See Secretary's report.

6. SECRETARY'S REPORT

CM reported: *Zoom Speakers*; The first speaker Brad Ashton on 9th Feb was well received, over 60 members linked in and a few members also emailed to say they had watched the recording which was circulated afterwards. A Magician, Ian Buchan, will present on 9<sup>th</sup> March at 10:30. KF will forward the list of future speakers she has booked to CM.

*Zoom meetings for Group leaders*; a few said they may be interested and a meeting for Mike Ford's Music Appreciation Group has been set up for the 3<sup>rd</sup> March.

*Zoom Quiz*; JT and CM hosted a quiz on the 19th Feb, 13 households linked in. They will host another on Tuesday 16<sup>th</sup> March at 10:30 to see if that time is of interest to members.

*Membership Renewals*; Chris Drabble and Marlene Laing kept CM informed as it progressed.

*Formalising Policy and Procedure documents*; CM circulated to the committee areas he thought should be considered including Cath Gannon's information regarding administering the Oldham u3a website and Facebook page. – see item 12.

*CD reported* that on 28/02 he sent the extracted file relating to Oldham members who should receive the Third Age Matters magazine to the NO, he does this 4 times a year prior to a quarterly publication.

*CM emailed* newsletters, zoom invites and Kate Gregson's weekly quiz to all members.

CM emailed some information relating to the Beacon system and activities being carried out by some greater Manchester u3as to the committee.

7. TREASURER'S REPORT

VT reported: General Account currently stands at £11,091.70, there was recent expenditure of £1117.50 relating to printing and postage costs for membership renewals and also £75 for the Zoom speaker. Social Account currently stands at £2,755.89, there was a refund of £31 to be paid to a member.

She will only bank cheques for membership renewals after April 1<sup>st</sup> so they apply to the correct year for gift aid.

Dave Wright continues to give great support as required and will provide help with the AGM for 2021.

8. CHAIR'S REPORT

JT thanked the committee for their support, particularly VT and CM, as he has found his feet as Chair. He has received a letter of thanks from Jane and John McCann thanking the committee for their efforts in organising some activities in the last year and in particular Kate Gregson for sending out her weekly quiz. He acknowledged the great efforts being made by ML/CD with this year's renewal process. He also made some opening comments relating to Group Leaders – see Item 9.

9. UPDATE ON GROUP ACTIVITIES

JT related that he has heard that a number of groups have continued some activities via zoom or email

such as Art Study, Art Appreciation, German, Italian, Guitar, British History, Creative Writing, Music Appreciation, Crafts, Walking etc., and he knows there will be other groups he hasn't heard from. JT requested GH to pass on any additional information that he might receive from Group Leaders which JT could then include in his newsletter thereby acknowledging activities currently taking place and encouraging/supporting where possible further activities.

#### 10. MEMBERSHIP RENEWALS PROCESS 2021/2022

The process up to now has gone very well, renewal letters to current and lapsed members were received last week and ML reports as at 28<sup>th</sup> Feb she has received 234 valid renewal forms including 13 lapsed members re-joining.

The Committee were unanimous in wanting to thank Marlene Laing and Chris Drabble for their great efforts in proposing and carrying out this year's membership renewals process, JT confirmed that he had written to both of them expressing the committee's thanks for their efforts.

AT asked if he could send a renewal cheque on behalf of members who didn't have chequebooks, VT replied that this would be fine as long as members names were written on the back but she is sure banks are continuing to issue chequebooks if required.

JM asked if BACS could be used for renewal payments. VT explained that having consulted with the outgoing Treasurer it was clear that processing cheques would be a far more manageable task for VT to undertake. After renewals are complete a review of the process will be undertaken to see if it can be improved. investigation re BACS may be carried out in the future.

#### 11. ZOOM SPEAKERS AND OTHER USES

See Item 6 for comments re speakers, quizzes and GLs. AT asked whether the Brad Ashton recording could be shared with non u3a members, the committee felt this would not be appropriate.

#### 12. STANDARD DOCUMENTS FORMATS etc

As agreed BG has looked at policies with a view to compiling a register, enabling standard formats were appropriate and setting up a review cycle to ensure that policies are up to date and relevant. There was a general discussion about the place and function of u3a Policies in supporting Oldham u3a's current procedures.

JT will liaise with BG regarding the above.

#### 13. A.O.B.

ML asked if someone could collate offers to help run the u3a from the returned membership forms, JM will contact ML and progress this.

GH suggested that it would be useful to recruit assistants to support the Beacon Administrator and Membership Secretary respectively. CM advised that once the renewal processes were complete he would seek a suitable opportunity to ask CD for his thoughts. Similarly JT indicated that he would approach Brian Hinley at a suitable moment.

Date and Time of next meeting. Tuesday April 6<sup>th</sup> at 10am, CM to email a Zoom link

The Chairman closed the meeting at 11:42

#### ACTIONS.

- a. KF to forward the list of booked Zoom presenters to CM.
- b. CM/JT to host a zoom quiz on Tuesday 16<sup>th</sup> March at 10:30.
- c. JT requested GH to pass on any additional information that he might receive from Group Leaders
- d. JT to liaise with BG to progress standardising Oldham u3a policies and procedures.
- e. JM to contact ML and collate offers to help from returned renewals forms