

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Via Video Conference - Tuesday, 14 April 2020

Present: Anita Floodgate, Chairman
Tony Lee, Treasurer
Jennie Leech, Group Co-ordinator
Brian Hemmings, Webmaster
Sue Campbell
Dee Hoile

Brian Orton, Vice- Chairman
Janet Cruttenden, Secretary
John Freeborn, Membership Secretary
Colette Bentley
Nicola Godwin
Richard Thomas

- 1) Apologies for Absence:
- 2) Minutes of the Meeting held on Tuesday, 11th February and Monday, 30th March 2020
The minutes were adopted and will be signed by the Chairman as a correct record of the meeting.
- 3) Matters Arising from February meeting:-
- 9 Drop Box data permissions - TL/RT/BO to look further into this system and test
- 14d Banner – photos, design - Anita had mailed Bruce who been in touch with his contacts who at that time had work commitments for the remainder of 2020. Brian H said pricing depended on quality, size and whether a stand was required. Bruce was to send Brian text. The committee agreed to pick up the banner production at a later date. Brian confirmed he would action when given the go ahead. **– c/f BH**
- 5 St Johns 1st Aid Courses - Nicola confirmed no action could be taken at present–**c/f NG**
1st Aiders within U3A - With the cancellation of monthly meetings Anita will place a note in the newsletter. Nicola suggested that the note should also ask how many members were interested in doing a 1st Aid Course **ACTION: AF**
- 8 History Group publicised **ACTIONED**
- 8 Group Leaders Workshop **POSTPONED**
- 14 U3A National Day **POSTPONED** – covered in Chairman’s report
- 15 AGM – covered in Chairman’s report
- 17 Non-disposable cups **– AF c/f** when monthly meetings restart

- Matters Arising from March meeting:-
- 3 Zoom mail to Group Leaders **ACTIONED**

Anita said an email is to be sent to members encouraging them submit entries for the next issue of Su3an, a note on Zoom security, which Tony and Richard have drafted will also include details of how to join a meeting by audio link from a ‘phone, and a remainder subscriptions are due at the reduced rate of £10 – some members are still paying £12.

ACTION: AF/TL/JF

Full Zoom security details to go on the website. **ACTION: BH**

Website notice **ACTIONED**

Zoom document sharing **ACTIONED**

Cancellation of April & May speakers **ACTIONED**

Holiday refunds – Tony had been in contact with the Theatre and Architecture Group Leaders regarding refunds. He had still to receive a refund from the National Theatre. Some group members had taken a refund, others had left their money in the holding account for a future event.

Holiday Group - members' money was paid direct to the holiday company. Tony was happy to contact Joan Garner to ascertain what the position was relating to refunds. He confirmed no one from the Holiday Group had contacted him.

ACTION: TL

Drop Box used by Architecture Group - Richard said he had tested Drop Box. It was a repository for documents and could be likened to a "bank safe deposit box". He saw no reason why the committee could not use it straight away as it was pretty secure. Committee documents and membership details could be held on it. John said he knew nothing about it and was concerned that members details would be open to all on the committee and changes could be made. Anita said it would be useful for her to have access to members details when she needed to make contact. Richard offered to brief John and confirmed it could be set up with limited access and as non-editable. Anita said there should be two members able to access and edit so there was cover if the main holder was not available.

ACTION: RT/JF

4) Chairman's Report

Previously circulated. Anita gave her personal thanks to the committee for their support over the last month and then gave a brief run through of her circulated report.

5) Treasurer's Report

Previously circulated. For his first set of accounts Tony confirmed he had followed Brian's format as much as possible. Membership subscriptions were coming in and small number of members were still paying £12 not the new fee of £10. He will contact them to offer a refund or reduction to £8 on 2021's membership fee. Brian O commented that subscriptions to date looked better than last year! Anita said she had an email from a member who did not wish to pay the subscription until we were able to restart activities. Anita posed the question what we should do if activities did not restart until September. John said non-payers who wished to re-join at start of activities should pay the full membership fee. Anita and Brian O agreed. Brian said that we as a committee will review the membership fee for next year and there was no reason to make a change now.

ACTION: TL

Holding Account - Tony said the amount held was higher than normal due to cancellation of events and where members did not require a refund and where groups had collected money for room hire that had not been used.

6) Secretary's Report

The secretary had not tabled a report and had no additional comments.

7) Speaker Secretary Report

Colette had not tabled a report. She would see how things go for the June and July meetings. Anita said that personally she could not see that we will be holding a meeting in June.

8) Group Co-ordinator's Report

The Group Co-ordinator had not tabled a report. Jennie mentioned a new group – Art & Chat to be run by Ruth Brown on Facebook Messenger with a start date of 20th April. She will update the committee on this new group. Anita asked whether with the cancellation of the Group Leaders Workshop had the hall been advised. Jenny confirmed that she cancelled on the Monday when lockdown was announced. Brian O said we had paid in full for the hall hire of £75 and they should be advised we would like a refund, or the money held when we have a new date.

ACTION: JL

Richard said the website may not be up-to-date with new groups. It was agreed that a similar exercise to that carried out last year should be undertaken. Richard and Jenny to contact groups to ask them to update their sites where necessary by sending details to Brian.

ACTION: JL/RT/BH

9) Membership Secretary's Report

John had distributed by email the notification to members regarding the suspension of all U3A activities; John thanked the committee members who had telephoned members not on email to inform them. John confirmed that between January and March 54 new members had joined, with 438 members having paid their 2020 membership fee bring the total number of paid members to 492.

10) Webmaster's Report

Brian thanked those on the committee who had taken over the reins in his absence. He will now update the website with new material as he receives it.

11) Communications

Anita had been in touch with Jean, Keith and Mike to advise them that the committee would like to continue publishing Su3an during lockdown. Jean had only received one article for May's edition. Tricia Drawbridge had provided a long piece on bagpipes which may need editing. It was hoped the request for copy in Anita's email would generate further articles. Brian O suggested a jokes section and a quiz, Tony would do a piece on Zoom, Colette would look at quiz questions, Janet suggested contacting Jane C-T for a piece on her London trip on 12th March and she would put together a piece on the Zoom Wine Group 3 meeting and ask David if he was willing to write up his Wine Group 2 Zoom meeting, Anita said the Creative Writing groups could provide something and someone may do a poem.

ACTION: AF/TL/CB/JC

A general discussion took place on the risks of using Zoom from a security aspect. It was noted that Zoom were increasing their security areas and it was generally felt that as long as users followed the security instructions it was safe to use, especially as it was unlikely that confidential information was discussed by groups and committee minutes were available for members to access.

12) Network Matters

Notification had been received that the 15th May Network meeting was cancelled.

13) Beacon Update

No report this month.

14) National U3A Day – 3 June 2020

Anita said National had advised that this day is to be postponed until Thursday 1st October. A day better suited to our U3A. At present St Peters is not taking bookings.

15) Members Items / AOB

Holiday Request – The Committee confirmed their approval to the request for a Sheffield holiday between 22-26 March 2021 at an estimated cost of less than £400 including trips provided by a National Trust member.

Anita said she had received a request from the Architecture Group Leader to liaise with a couple of art groups in Suffolk on trips and dates to avoid clashes. Anita had the list of dates which would help in future planning.

Obituaries – Lyn Gray wished to place an obituary in Su3an for Martin Barrett providing she had the agreement of his widow, Barbara. The committee discussed this request and felt it **could not agree** to obituaries appearing in Su3an – we did not always know of a death, if we did it for one member then it should be done for all, we could well end up with a Su3an full of obituary notices. Richard quoted the U3A strapline “Learn, laugh, live”.

Brian O raised the email sent by Wendy Jones, Group Leader Table Tennis 1. It has always been the case that members money held by the group goes into the U3A account if a group ceases to operate. Under the present circumstances that rule could be changed and refunds to members made. However, Conrad has been seeking an alternative venue for the three groups but due to lockdown this has ceased. The tables need to be moved from Delphi into storage to ensure there is no financial loss to our U3A should they remain at Delphi when the business closes. This move will involve a cost which should be borne by the 3 groups. Anita asked Brian to contact Ray Ward (with copies to Wendy, Lyn and Conrad) to let him know the table tennis tables were U3A property and needed to be taken off site as soon as we can. **ACTION: BO**

Anita asked if a short meeting should be diarised before our June meeting. Tony could issue Zoom invites if things changed.

Brian asked the committee if they knew of any members who had had Covid-19. It was known that Andy Edgecombe had spent 10 days in isolation and Tony’s wife, Steph, had had some of the symptoms and not been at work for 4 weeks. Anita wished them well.

There being no further business, the meeting closed at 11.20 a.m.

Date and time of next meeting

9th June 2020 9.45 am for 10 am

Signed Date
Anita Floodgate, Chairman