

SUDBURY GROUP OF THE THIRD AGE TRUST
Minutes of the Executive Committee meeting
Via Video Conference
Monday, 30th March 2020

Present: Anita Floodgate, Chairman
Tony Lee, Treasurer
Colette Bentley
Dee Hoile

Brian Orton, Vice- Chairman
Janet Cruttenden, Secretary
Nicola Godwin
Richard Thomas

- 1) Apologies for Absence: Sue Campbell, John Freeborn, Brian Hemmings, Jennie Leech
- 2) An extra meeting was called to discuss actions to be taken during the Covid-19 lockdown and the best way to keep our Groups functioning.

Tony had explored the video conference package Zoom and tested it with several members of the committee. Anita thanked Tony for his work on setting this meeting up.

The meeting had been called to assess whether Committee meetings could be held using Zoom during the lockdown and whether it would be appropriate to send an e-mail out to Group Leaders advising them that Zoom was a facility they might like to use as a way to continue holding meetings or just having a chat to keep communications going with their members.

- 3) Richard said a link could be sent to Group Leaders on how to get Zoom. It was an option to continue running a group meeting and this is what other U3As are doing. Tony said there were other options and the U3A site was a good place to look.

Key questions to consider were costs if meetings went over the 40 free minutes and the number of participants were greater than 100. For 24 hours and up to 300 participants the cost was £11.99 per month. If a 10 host, 300 participants package was required the cost was £15.99 per month. Following discussion, it was decided that if Group Leaders wished to use Zoom: they sign on for the free package, always being the host and should a meeting be longer than 40 minutes, then arrange a break for 5/10 minutes and send another invite. In this way groups could 'meet' at no cost to their members.

It was agreed that Zoom will be used for Committee meetings and that Group Leaders should be encouraged to look at it as a means to continue running their groups. Anita to draft wording for a mail to Group Leaders to be sent by Jennie ASAP. **ACTION: AF/JL**

Brian said that there was a tutorial on the Zoom site and U3A National has produced a set of guides for Zoom and other digital platforms.

Tony offered his services to help Group Leaders set up Zoom. **It was agreed** that a notice be placed on the website to this effect. **ACTION: JC**

Tony planned to host that afternoon's Spanish group using Zoom. Anita would look at it for her Creative Writing group and Janet for her Wine group.

Brian said that Zoom could be used on a mobile 'phone once the app had been downloaded. Richard showed the meeting he had Zoom on his i-phone and said with Google or Safari it should go straight through.

Richard asked whether it was possible to share documents on the Zoom system. Tony undertook to look into this and report back. **ACTION: TL**

Colette was asked to cancel the monthly meeting speakers for April and May. **ACTION: CB**

Richard asked the Treasurer if there had been any financial implications where money has been refunded. Tony said the Theatre group coach money had been refunded and the theatre refund was awaited. Some members were leaving their money in the holding account ready for a future trip. Richard said he was particularly interested in the Holiday Group. Tony had not had any contact with the Group Leader, but as personal cheques were written direct to the holiday company any refund should come from them, or a claim made on the member's insurance. Anita suggested that further details be obtained and these be brought to the next meeting. She also said U3A National Day has been postponed and that St Peters is closed until further notice. **ACTION: TL**

Richard said the Architecture Group Leader had set up Drop Box on which she placed photos, and documents. Members could also place material in the Box. Richard to find out from Jane how it works. **ACTION: RT**

Anita closed the meeting by thanking everyone and saying how encouraged she was at how well this video conferencing meeting had gone.

There being no further business, the meeting closed at 10.45 a.m.

Date and time of next meeting

14th April 2020 at 10 am

Signed Date
Anita Floodgate, Chairman