

# Minutes

Tiptree u3a Committee Meeting



Date: 10 February 2021 Time: 2.30 pm – 4.23 pm Venue: Virtual – Zoom

Present: Jacquie Stevens, Elizabeth Metcalf, Richard Metcalf, Silvan Ledwell, Debbie Ledwell, Gareth Williams, Margaret Williams, Sue Fox, Mike Pattenden

Apologies: None

No	Item	Action	Actionee(s)	Date
1	Minutes of Last Meetings	Agreed, true and accurate record of the previous meetings		
2	Matters Arising	See 'Outstanding Actions' Sheet		
3	Committee Changes	Jacquie Stevens is retiring as Chair and from the Committee at the October 2021 AGM Elizabeth Metcalf (EM) is retiring as Membership Secretary and from the Committee at the end of August 2021 or sooner if a replacement can be found. We need to advertise these vacancies: Newsletter, Monthly Meetings, Group coordinator liaising with Group Organisers Margaret and Gareth Williams term of office ends in October 2022	Noted  All  Noted	
4	Finance (RM)	RM will be providing a monthly update on the forecast v budget. Current forecast includes 328 members £100 grant is ring-fenced for u3a day (within donations)	RM  Noted	Monthly
5	Membership (EM)	328 Members of which 8 are new members. 68 lapsed, 29 lapsed (reserve list), 3 deceased and 8 leavers	Noted	
6	Groups (MP)	The new zoom group 'Bridge for Beginners', 17 at first session, 7 at second session Next meeting with Group Organisers possibly after March Two Group Organisers have stepped down – Board Games and Papercraft. Caroline is taking over the Papercraft group	Noted  MP	March 21
7	Monthly Meetings	125+ members joined the January zoom meeting February meeting – invites have been sent to members; follow-up email due the day before the meeting. Announcements – Chairman/Membership Secretary vacancies, Discovery Group meeting, u3a Day volunteers	Noted  JS  JS	17/02/21  18/02/21
8	U3a Day 2 <sup>nd</sup> June	MW & SL attended a zoom session with TAT Tyler's Opticians are happy for us to use their external area for u3a day JS is Community Liaison for this day Members to hand out leaflets in their local areas TAT to provide a specific u3a day logo	Noted	

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		Ideas: External demonstrations: Choir, Ballroom dancing, Line dancing, Ukulele Group Also, looking at what can be done virtually if Covid restrictions are still in place Require short videos on each group activity. EM volunteered to do a 'Bookworms' video		
9	Newsletter (SL)	Needs additional wording re the easing of pressure on fees Postal Bulletins – 17 required plus extras – 60 Send to Holmes and Hills; number of copies required and when required. May need to collect from Braintree Lorraine Thrower has volunteered to undertake the editing of the Bulletin going forward	SL  SL/LT	Feb 2021  Feb 2021
10	Coronavirus	Currently in Lockdown Given these restrictions – No new action required Next government update – 22 February 2021	Noted	
11	Policies	<b>Equality, Diversity and Inclusion Policy</b> – Agreed by all subject to these changes: delete 'new' from para 'practical approaches... <i>all new</i> ' so should read ' <i>all</i> '. Page 4 The Group Coordinator ensures that ' <i>new</i> ' should be deleted. <b>Member Code of Conduct</b> – Revised version was agreed by all. Delete related documents 'Renewal Form' and 'Application Form' <b>Privacy Policy</b> – Agreed by all	DL  DL  Noted	
12	AOB			
	Gift Aid (RM)	Gift aid guidance has been requested	Noted	
	Monthly Speakers (SF)	SF confirmed that all monthly speakers, up to July can present on zoom if needs be	Noted	
<b>14 FUTURE MEETINGS</b>				
	18 February 2021 – Zoom (Monthly Members Meeting) 10 March 2021 – Zoom Committee Meeting 18 March 2021 – Zoom (Monthly Members Meeting) 7 April 2021 – Zoom Committee Meeting 15 April 2021 – Zoom (Monthly Members Meeting)			

Meeting closed 4.23 pm

Minutes agreed by the Committee on 10 March 2021

Signed \_\_\_\_\_

Chair