

**TRING U3A COMMITTEE MEETING**

**Minutes**

**30 November 2020**

**Time: 19.00hrs Virtual - Zoom**

**1. Present**

Rob Jones (**Chairman**), Jill Collinge (Vice Chair) & Paul Simmons (Treasurer)

Committee Members: Jennie Scott, June Courtney & Mike Perry

Non Committee Members: Liz Murray (Newsletter Coordinator), Sue Williams (Speaker Secretary),

John Cameron, (Membership Secretary) and Barry Salmon, (Group Coordinator)

Joy Petticrew (Secretary) – her microphone was not working, so Joy used the “chat” facility to give input to the meeting from Agenda point 9d)

**2. Apologies for absence**

None

**3. Minutes of last Meeting held on 9th November 2020**

The Minutes were approved and digitally signed by Jill.

**4. Actions arising from the Minutes**

None.

**5. Treasurer’s report (PS)**

**(a) Bank balances as per Bank Statements received in November 2020**

	Brought forward	Income	Expenditure	Carried forward
Main account	20745.43	61.70	280.06	20527.07

**(b) Represented by**

Cash	0
NW1	14108.54
CAF	6418.53
Total	20527.07

Paul noted that there was very little activity in the accounts, just a small amount of income received from Group Leaders and some speaker and Committee expenditure.

**(c) Beacon Software (Finance)**

Paul is still experimenting with the software, whilst John adds the Membership renewal subscriptions to the system.

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**Membership Secretary’s report (JC)**

**(a) Membership stats and 7th Isolation Newsletter circulation**

October Isolation Newsletters sent by email to all members with an email address (7/11/20)	472
Actual Isolation Newsletter emails sent (allowing for people with the same email address)	435
Virtual single attendees at November Monthly Meeting	82
Virtual Dual attendees at November Monthly Meeting	20
<b>Total virtual attendees at November Monthly Meeting</b>	<b>102</b>
Booked virtual meeting but did not attend	5
Newsletters posted	65
Current Membership	539
New members who have joined so far in 2020	29
Queries logged in 2020	145

### **(b) Membership renewal 2020 - 2021**

So far John has processed 230 membership renewals, which is extremely encouraging as we had thought that membership renewal may be very low this year as many of the members may have felt that they have not received much value for money. However, the Zoom monthly meetings, the excellent monthly Newsletter and those groups who are managing to run via Zoom and other virtual means seems to have encouraged people to renew. The decision to reduce the membership fee to £5 for this very exceptional year seems to have been a good idea and the Committee are encouraged and recognise this as a form of membership appreciation.

### **(c) Beacon Software (Membership)**

John still has a huge pile of membership renewals to process, but he is taking his time to write up the membership renewal process on Beacon Software as this is the first time he has done it. This will help any successor to the Membership Secretary role in the future. Rob suggested that John sent the Beacon Software link round again so that Committee members could investigate now that the software is up and running.

**Action: John**

## **7. Group Co-ordinator's report (BS)**

### **(a) Groups update**

#### **Architecture**

Rose Rouse had agreed to take on this group again, until the end of the year, however, due to family issues, she has had to tell the group that she can no longer do this. Group Members, Linda Wheeler and Sandy Clarke will try and find somebody else to take over as Group Leader in the New Year. Barry will contact David Collett who became the new Group Leader when Rose retired earlier in the year, but he has been very unwell, so we are not sure what the outcome of that conversation will be.

#### **Table Tennis**

Following the national lockdown period Graham had hoped to get this group going again but now that Hertfordshire is in Tier 2 this is not allowed.

#### **Photography**

Mike confirmed that his group of 8/10 members are continuing on Zoom, but the numbers who normally attend are between 5 and 8, as some members are not keen to use Zoom.

Barry concluded that those groups who are running on Zoom or by some other virtual means have a good nucleus of members and others try it out and gradually the numbers have started to increase slowly in most cases.

### **(b) Group Leader meeting 16/10/20 - issues to discuss with the Committee**

- **U3A Insurance coverage for groups that do resume meeting outside e.g. photography, golf, walking etc., (see information sent on email from Joy dated 20/10/20 & 24/10/20)**

The above item was not discussed at the Committee meetings on either 9<sup>th</sup> or 30<sup>th</sup> November as we were in National Lockdown until 2 December, then were put into Tier 2, so no U3A groups are allowed to resume in person, only virtually.

- **Insert in the next Newsletter to see if any member has an outside barn or large enclosed space that the Ukulele and Recorder groups might be able to use to meet in the winter/spring.**

The Ukulele Group Leader, John Foreman has put a piece in the December Newsletter and asked if any member has a barn or large enclosed space that once Government Restrictions allow the Ukulele and Recorder groups may use to rehearse in socially distanced of course.

## **8. Speaker Secretary's report (SW)**

### **Zoom monthly meetings**

The November speaker seems to have been well received, although Sue had received a few comments from members, that they had not enjoyed it so much.

The December speaker is all set up and ready to go; and is having a trial run with Rob in the next few days.

January and February speakers are confirmed, March has yet to be finalised.

Rob thanked Sue on behalf of the Committee for sourcing good speakers who are prepared to work on Zoom allowing our monthly meetings to continue.

## **9. Any other Business**

### **a) Christmas Zoom meeting, 10 December**

Jill had circulated to the Committee a programme for the event. Everything is coming together, although she is still waiting for the Photography Group presentation. She will ask the Group Leaders taking part to introduce their respective presentations; but being mindful of the time frame allowed. Logistically this event is the most difficult that we will have done, but John and Rob are confident that it will work, however they will have a dummy run through in the next week or so.

### **b) December and January Newsletters**

Liz had circulated the draft December Newsletter to the Committee which is excellent, this will be circulated to members in the next few days. Rob thanked Liz on behalf of the Committee for her continual work on the production of such an informative and well received communication.

Liz is due to have her hip operation on 15<sup>th</sup> December and does not feel that she will be up to producing the normal length and format of the Newsletter for January, so will prepare a shorter version with the information she has available prior to her operation and Rob and Jill will build on that.

### **c) Date for final expenses in 2020**

Paul encouraged all the Committee members to submit their expenses prior to the end of the year. He will get a new National Westminster paying in book to John by the 1<sup>st</sup> January and will retain the 2020 one for the accounts.

### **d) Preparation for the AGM on 11 March 2021**

At the AGM in February 2020, Paul advised the Membership that the Committee had agreed to his request to move the AGM from February annually to March to enable more time for the External Examiner to review the accounts.

At the Committee meeting in January, Joy will provide those on the Committee who wish to be re elected at the AGM with Nomination forms, and they must be proposed and seconded by members other than existing Committee members. The Constitution states that we must have a minimum of 5 and a maximum of 10 Committee members. Rob, Jill, Paul, Mike and June intend to stand for re election; but it will be advisable to try and get at least one other Committee member in case anybody has to withdraw during the year.

Jennie and Joy were elected to the Committee in February 2018 and therefore following the rules stated in our Constitution, they have completed their three year term of office and cannot be re elected in March 2021. In Joy's case if no member comes forward for nomination to be the Secretary, with the agreement of the Committee, she will continue as Secretary but as an extended Committee member, as are John, Barry, Liz and Sue currently.

If there is room in the December Newsletter we will include a statement making our members aware of the date, time and the fact that the AGM will have to be conducted via Zoom. Members who are interested in joining the Committee will be asked in the first instance to contact Joy to receive a nomination form. Next year for the first time, Joy will be happy to receive scanned signed proposed and seconded Nomination forms from members by email or as normal by post, the closing date will be Monday 1<sup>st</sup> March.

The Newsletter statement about the AGM will be repeated in the January and February Newsletters.

**e) U3A trust proposal to change the Quoracy of AGM's held virtually.**

The U3A trust is holding an Extra Ordinary Board Meeting on 10th December. One of its proposals is to allow the quoracy for AGM's that have to be held electronically to be reduced to 10%. Therefore this should not provide a problem for Tring U3A as we normally average about 75-80 members for our monthly meetings via Zoom and our membership is normally around 500.

**10. Date of the next meeting: Monday 4 January 2021, a 19.00hrs via Zoom.**

**Minutes approved by Vice Chair, Jill Collinge at the Committee meeting on 4 January 2021.**

A handwritten signature in black ink, appearing to read 'Jill Collinge'. The signature is written in a cursive style with a large 'J' and 'C'.