

TRING U3A COMMITTEE MEETING

Minutes

4 January 2021

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)

2. Apologies for absence:

None

3. Minutes of last Meeting held on 30th 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	20,527.07	1157.00	136.25	21547.82

(b) Represented by

Cash	0
NW1	14,683.54
CAF	6864.54
Total	21547.82

Paul noted that the income above was membership fees and is 2021 income which he has to report to the Committee but this will form part of the 2021 accounts, not 2020. The expenditure is for Zoom and speaker fees. When Paul receives the December bank statements, he will reconcile and prepare the End of Year Accounts and send to Ian Hines, our External Auditor.

(c) Beacon Software (Finance)

Paul is not able to use Beacon this year to prepare the End of Year Accounts. There is a discrepancy between the date that John enters the Membership Fees on to Beacon and the date that cheques are banked and appear on the Bank Statement, making it difficult to reconcile and transparent for the External Auditor.

When Paul and John are able to physically work together they will try and resolve this issue for next year.

There is also a Forum that Paul could use to find out what other U3As are doing to get round this issue.

6. Membership Secretary's report (JC)

(a) Membership stats and December 2020 Isolation Newsletter circulation

December Isolation Newsletters sent by email to all members with an email address (03/12/20)	468
Actual Isolation Newsletter emails sent (allowing for people with the same email address)	432
Virtual single attendees at December Monthly Meeting	86
Virtual Dual attendees at December Monthly Meeting	28
Total virtual attendees at December Monthly Meeting	114
Booked virtual meeting but did not attend	10
Newsletters posted	64
Current Membership	538
New members who have joined so far in 2020	29
Queries logged in 2020	148

(b) Membership renewal 2020 - 2021

379 members have renewed so far. It was 408 this time last year (John still has a few unprocessed forms). 159 Members have not yet renewed. It was 155, this time last year. John will be sending his first reminder email in a day or so and will state the benefits of joining Tring U3A and that the membership fee is only £5.00.

Quite a number of members have opted to pay their membership fee online, which is good. Some people who have tried to use the CAF bank for the first time, have informed John that they have had trouble setting up the payee, which is Tring U3A. If members have used this method previously, they are not having the same problems. It is a CAF Bank identification issue. As Members are only paying £5.00 or £10.00 for a couple, John tells them to override the Payee and type in Tring U3A.

Paul noted that he has been trying to get an online facility set up with National Westminster Bank, but they will not offer us this facility at the moment.

(c) Beacon Software (Membership)

Renewal of membership is still ongoing, no issues to report.

(d) Distribution of Newsletter in Tring.

Jane Legg who currently handles the hard copy Newsletter distribution in Tring for us is in the process of moving out of the area. Jennie Scott has to stand down from the Committee at the AGM as she has completed her three years of office, has said she will take on this role from Jane. However, whilst we are in lockdown, John will continue to send the Newsletter out by post.

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

(a) Groups update

Architecture Group

David Collett has now recovered from his illness and a Zoom meeting has been set up for 28th January, which John will support.

Gardening Group

A Gardening quiz via Zoom has been set up for 15th January, John has kindly agreed to be the Quiz Master and host the event on Zoom. Rob has asked that this quiz should be opened up to all members and therefore needs to go in the January Newsletter. Any members who are not in this group but would like to join in, should send their email address to the Group Leader, Sue Lipscombe. Barry will have a word with Sue and Mary Lynn, the joint Group Leader.

John noted that he could not keep supporting all the various groups who use Zoom, he can host them as he has the licence but needs to then handover to the Group Leader to continue the meeting. Barry will have a word with all the Group Leaders that John has been supporting on Zoom. **Action: Barry.**

(b) This item was not discussed at either of the Committee meetings in November, or 4 January 2021 as we were in National Lockdown until 2 December and then Hertfordshire was put in to Tier 4 from 20 December, and then back in to National Lockdown from 5 January, so no groups can physically meet.

NB: The item below is likely to be discussed at the March Committee meeting if Government Regulations, at that point in time, allow for groups to start to meet up physically in small groups again .

Group Leader meeting 16/10/20 - issue to discuss with the Committee

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

8. Speaker Secretary's report (SW)

Sue has speakers booked to present via Zoom, for the January, February and March (AGM) monthly meetings. Joy confirmed 71 members have booked to date for the 14th January meeting.

9. Any other Business

a) Review of Christmas Zoom meeting, 10 December

The speaker was excellent, the feedback from members was very positive and the Committee felt that they have set things up well for 2021 hopefully. Members are getting good value for money.

b) Preparation for the electronic AGM on 11 March 2021 - nomination forms etc.,

- **What information we send to members, Agenda and previous Minutes etc., and we are supposed have to have our Accounts available too.**

Our AGM Minutes are already made available on our website and the Committee agreed that Paul should make the End of Year Accounts available there too, prior to the AGM - in a one sheet format if possible. Then Liz can include a weblink to these documents in the March Newsletter and Joy can do the same when sending the Zoom meeting invitation out to members who have booked for the March monthly meeting which is also the AGM.

Paul will need to ask Catherine Yates, to put the Accounts up on the website.

Joy will ask Catherine to put the AGM Agenda up on the website.

Action Paul & Joy

- **Nomination forms for Committee members circulated with this Agenda.**

It is a requirement of our Constitution that Committee members have to be nominated each year prior to the AGM. Rob, Jill, Paul, Mike and June can be nominated to the Committee this year. Joy and Jennie cannot, as they will have completed their 3 years of office at the AGM in March. Joy has asked for the completed Nomination forms to be returned to her by 1st March. In the January Newsletter, a request has gone out for new Committee members to come forward and this will be repeated in the February Newsletter.

Nominees have to be proposed and seconded by members. As we will be in lockdown probably for most of this period, the Committee have agreed the following process in this exceptional year:

1. The Nominee will complete his or her Nomination form electronically, including the name of their proposer and their seconder to Joy by email.

2. At the same time, the Nominee should email or call their proposer and seconder and check that they are happy to nominate them and then ask those members to send their written agreement to this nomination by email to Joy.

3. Joy will then keep the completed electronic Nomination form from the Nominee with the two email confirmations from the proposer and seconder for each Nominee in the AGM records.

c) Website Review

Barry has undertaken to review our website to make sure all the Group listings are up to date and the fact that we are not physically meeting on a monthly basis in Victoria Hall, but via Zoom. **Action: Barry**

10. Date of the next meeting: Monday 1st February at 19.00hrs via Zoom

Signed Minutes by Jill Collinge, Vice Chair following Committee on Monday 1st February 2021.

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