

TRING U3A COMMITTEE MEETING

Agenda

Wednesday 8 July 2020

Time: 19.15hrs Virtual - WhyPay

1. Those Present

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

Committee Members: Jennie Scott and June Courtney

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:

David Griffiths who is unwell. The Committee sends their very best wishes to him.

Absence without notice

To note that Mike Perry did not attend this meeting.

3. Minutes of last Meeting held on 3 June 2020

The Minutes were approved and digitally signed by Jill.

4. Matters arising from the Minutes

6(a) John added a note to the hard copy Newsletters he sent out in June asking members to provide us with their email address if they do in fact have one.

Action completed, but this did not illicit any further responses from members.

6(c) Barry was going to review the Group area on the Beacon Software

Action completed, Barry found the Group area on Beacon to be very helpful. He will work with John to enable him to communicate with Group Leaders via Beacon, rather than from his own personal email address.

John noted that he is continuing to build up the Groups area of Beacon and has asked Barry to get the Group Leaders to send their registers to him.

7. Joy has written to the Booking Secretaries of all the external venues that we use asking for a copy of their Risk Assessment Form.

Action completed, see Agenda 7a

Barry was going to write to the Group Leaders about the requirement to complete a Risk Assessment before their group resumes physically in an external venue, but Rob asked Barry to wait until we had heard back from the Booking Secretaries.

Outstanding action noted, see Agenda 7a.

8(a) Jill, Sue, Jennie and Joy have spoken about running Zoom or YouTube monthly presentations

Action completed, see Agenda 8

For the following completed actions regarding National U3A Day, see Agenda 11:

10(d) Joy wrote to Michael Curry, Town Clerk about the Bench and Litter Pick projects.

Paul and Joy have completed and submitted the National U3A Day event grant form.

10(f) June and Barry consulted Group Leaders about plans for National U3A Day in October

5. Treasurer's report (PS)

(a) Bank balances as per Bank Statements received in June 2020

	Brought forward	Income	Expenditure	Carried forward
Main account	22987.06	60.00	21.46	23025.60

(b) Represented by

Cash	0
NW1	12654.48
CAF	10371.12
Total	23025.60

Paul noted that there was virtually no activity in the bank accounts; except for a small amount of committee expenses. He would have done a 1/2 yearly report in normal circumstances, but there is no point at the moment. However he stated that we started the year with £23,400 and including £3,400 of membership subs for 2020 we have still got £23,025.60 in the bank at the end of June.

He noted that at some point in the next couple of months, the Committee will need to decide what to do about the 2021 Annual Membership fee, noting that £3.50 per member still has to be sent to U3A Trust, as their capitation fee.

Paul wanted to check the wording he used at the Extra Ordinary Board meeting in October 2019, when he informed the membership that we were reducing the membership fee to £10 for 2020. Joy has circulated those Minutes to the Committee since this meeting took place. **Action completed: Joy**

(c) Beacon Software (Finance)

Paul confirmed that following further investigation he is happy to take Beacon on board. The End of Year Report including income and expenditure provided by Beacon is not great, but he can adapt it.

6. Membership Secretary's report (JC)**(a) Membership stats and 3rd Isolation Newsletter circulation**

Isolation Newsletters sent by email to all members with an email address 09/06/20)	474
Actual Isolation Newsletter emails sent (allowing for people with the same email address)	436
Newsletters remaining to be delivered	66
Newsletters posted	66
Current Membership	546
New members who have joined so far in 2020	25
Queries logged in 2020	118

John noted that Jane Legge had provided him with great help in distributing the hard copy Newsletters to members who have not provided us with email addresses. She has been stapling, stuffing envelopes, sticking labels and either delivering locally to her by hand or posting out. The Committee asked Joy to write on their behalf of Jane to thank her for her valuable work. **Action completed: Joy**

Jane's response dated 10 July 2020

"Thank you Joy for your kind message.

I am happy to help and to have something useful to do. I think the Newsletters have been a remarkable achievement by so many, and then put together by the fantastic Liz.

With best wishes. Jane."

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At the meeting Rob extended his thanks once again to Liz for producing yet another great Newsletter.

John stated that he thinks we may well lose quite a lot of members when membership renewal comes round in October because we have not been able to offer as much as normal to our members. He suggests that if we can charge enough to cover the U3A Trust capitation fee and keep the membership fee down that may help us.

(b) Members joined since last Committee Meeting

None.

(c) Beacon Software (Membership)

John is continuing to set up the Groups area on Beacon

(d) To note that the Beacon System and Software Licence is now administered by TATTL (the Third Age Trust Trading Company Ltd)

Beacon are continuing to charge £1.00 per member. Beacon 2 is delayed, TATTL is driving this project but there is not much positive news and the normal Beacon mentors do not seem to be promoting this. So no price increase is expected for a while, although as we know inevitably the fee will be increased at some point, but reasonable notice should be given for budgeting purposes.

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

(a) Local venues reopening or remaining closed.

Nora Grace Hall: opening from 4 July 2020 and they have provided a Risk Assessment and a form we need to complete before our Group Leaders resume their groups in the hall. Joy will circulate the Risk Assessment Form received from Nora Grace Hall to the Committee. **Action completed: Joy**

It was agreed at this meeting that we will wait until Government Regulations allow U3A groups to resume their meetings in external venues, then Barry will let the Group Leaders know that they can restart and the Risk Assessment form will be made available to them to complete.

St Leonards Hall: remaining closed to our Short Mat Bowls group due to the Children's Nursery that runs at the venue. Group Leader, David Thomas has a good contact called Zigi, at the hall and will continue to liaise with her.

(b) Architecture

The new Group Leader, David Collett was not responding to Barry's emails, so he phoned him and discovered that David is seriously ill. The group members have not received any communication from him since early March. This is one of our larger groups with 40 members. Linda Wheeler with Sandi Clarke will notify members that they will deputise using the programme that David had set out. Barry has asked to see a copy of that email before they send it out.

(c) Geology

This group had their first Zoom session recently, with two consecutive 40 minute sessions booked by the Group Leader.

(d) Zoom usage

5 of our groups are using Zoom currently and John intends to run his next Discussion Group by Zoom.

8. Speaker Secretary's report (SW)

(a) Andy Smith, 1st Zoom monthly meeting, Thursday 9th July.

Sue stated that she hoped this first virtual meeting would go well; the Committee had done everything that they can to make it work. Jill thanked Sue for getting this presentation set up.

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Currently we have 75 bookings and 18 members sharing screens and one member booked to join by telephone.

Joy will collate the members' feedback and circulate to the Committee w/c 13 July. A copy will also be sent to Andy Smith. **Action completed: Joy**

(b) Genealogy Group

On behalf of Sue Gordon, Group Leader, Sue Williams asked the Committee if she could use an external speaker who had been booked to attend a group session over the summer. The fee is £60 for 2 hours. The speaker can offer his/her talk by Zoom. Normally if a speaker is attending a class the members are asked to contribute another £1 or £2 at the session to cover the cost, this is not practical at the moment. The Committee agreed this fee, as they are not paying any venue hire charges currently. It was suggested that this meeting could be opened up to the wider membership if appropriate, or to other genealogy groups that are known to Sue Gordon. Joy noted that if this is opened up to the wider membership, Sue Gordon would not have access to the members email addresses and this may be something that would need to be undertaken via her or John via Beacon.

9. Secretary's Report (JBP)

Joy had nothing to report at this item and is suggesting that this generic Agenda item is removed from the Agenda in future as any work that she has been dealing with is normally included in other specific Agenda items.

10. U3A Trust Communications.

(a) To consider the U3A Trust proposal to increase the annual subscription/capitation fee from April 2022 to £4.00.

Rob noted that he did write to the U3A Trust Head Office about this item, but we have to pay it. Apparently its the first increase in 10 years. It means that we will have a rise of £280 per year, based on our current membership numbers. We will need to review our finances in 2021 before setting the annual membership fee for 2021/2022 to make sure we consider the increase.

(b) The virtual U3A Trust AGM is now on 29th September 2020

Noted.

11. National U3A Day, postponed until 2 June 2012, therefore the following items below are on hold.

(a) To receive feedback from June and Barry from the Group Leaders

(b) Litter Pick - we have the booking form and relevant information on file.

(c) **Bench**, followed up with the Town Clerk, but nothing further received from him.

To note that whilst Rob was out running he saw a lovely metal memorial bench, he has the number of the manufacturer and will circulate the photo to the Committee. **Action: Rob.**

(d) Display Event in Church Square

(e) Nothing received back to date from the £100 Grant application form sent.

13. Any other Business

(a) Purchase of a Zoom Licence

If the Committee purchase a Zoom Licence we could use it for our Group Leader meeting in October and our AGM in February 2021. The current cost is £12.00 per month. We have already decided to continue to carry out our own Committee meetings via WhyPay telephone conference. However we need to encourage our Group Leaders to use Zoom for communication with their groups but to use the free 40 minute licence. Group Leaders can set up 2 consecutive Zoom meetings back to back and members just need to click the 2nd weblink and rejoin.

14. Date of the next meeting: Thursday 6 August at 91.15hrs via WhyPay telephone conference.

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Minutes approved at Committee Meeting on 6 August 2020

g J Collinge