

TRING U3A COMMITTEE MEETING

Minutes

9 November 2020

Time: 19.00hrs Virtual - Zoom

- 1. In Attendance:** 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)
NB: Barry was unable to hear us, but did give his report to the meeting, then left.

2. Apologies for absence: None.

3. Minutes of last Meeting held on 1st October 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 October 2020

	Brought forward	Income	Expenditure	Carried forward
Main account	19,962.76	1,542.84	760.17	20,745.43

(b) Represented by

Cash	0
NW1	14,108.54
CAF	6,636.89
Total	20,745.43

Paul noted that the income above was the Gift Aid money. The expenditure was the Beacon Licence and expenses for speakers and Zoom.

The CAF Bank Account costs are increasing; most have no effect on us. However, the monthly account fee is increasing from £5.00 to £8.00. It is a very convenient account, so definitely worth the money.

Brian Porter, Science & Technology Group Leader has advised Paul he has £64.00 in cash to pay in to U3A funds, however as he cannot pay this in to a bank in Tring, the Committee agreed he should hang on to it for now and pay to Paul when he is able to. It should go in to the CAF account.

(c) Beacon Software (Finance)

Paul reminded John that when he enters membership renewals into Beacon, he needs to show that the money went into the appropriate bank account, not the "membership" bank account, which doesn't actually exist but is a default account in the Beacon system. Usually this means that payments will be shown as going into the CAF bank but in some circumstances they could go into the NatWest account.

6. Membership Secretary's report (JC)

(a) Membership stats and 6th Isolation Newsletter circulation

October Isolation Newsletters sent by email to all members with an email address (4/10/20)	476
Actual Isolation Newsletter emails sent (allowing for people with the same email address)	439
Virtual single attendees at October Monthly Meeting	73
Virtual Dual attendees at October Monthly Meeting	17
Total virtual attendees at October Monthly Meeting	90
Booked virtual meeting but did not attend	8
Newsletters posted	17
Newsletters delivered by volunteers	48
Current Membership	545
New members who have joined so far in 2020	29
Queries logged in 2020	139

John advised that we saved some money in October by Jane Legg and her volunteer team delivering the Tring based hard copy Newsletters, however since the 2nd lockdown, she has posted out all the hard copy November Newsletters.

We have been advised of 4 deaths recently, so in fact the membership numbers have reduced to 541.

(b) Members joined since last Committee Meeting

None.

(c) To note John has circulated the revised membership renewal documents for 2021 to the Committee

The membership renewal process seems to have started well; John has received a good number of renewals within the first few days of the process.

(d) Beacon Software (Membership)

John has received a couple of queries about Bank Transfer payments for membership renewal. Members are provided with the CAF bank account details, but the account does not seem to have a name when you attempt to find it to transfer funds. You can override this and bearing in mind the renewal fee is only £5.00 he expects most members will do this. Previously there was no problem, but banks have now tightened up their security levels.

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

(a) Groups update

Writing for pleasure group

Sue Gordon decided to close this group, currently there are four members, one has expressed interest in taking over, although not yet confirmed.

Singing for fun group

Singing coach Susan Cox will revert to monthly sessions next year; but will honour current fortnightly sessions till year end.

Gardening Group

Barry is confident this group will hold a Zoom quiz meeting in January. John is in contact with group leaders to discuss arrangements. This is a large group and it is important they meet virtually.

European studies

Will hold their first Zoom meeting on 26 November, likewise the **Book reading group 1** had theirs on 28 October.

Barry will investigate Zoom potential for:
Archaeology and geology and Music appreciation groups

(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., obviously still observing the rule of 6. (see information sent on email from Joy dated 20/10/20 & 24/10/20) NB: 2nd lockdown in England from 5 November to 2 December 2020 - no face to face groups allowed, ref U3A Trust email 02/11/20**
- **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. Obviously still observing the rule of 6.**

NB: As we are currently in the 2nd Covid19 Lockdown period, the two items at 7b) above were not discussed at this meeting, but will be on the Agenda for the next meeting.

8. Speaker Secretary's report (SW)

The October Speaker was very well received. The bookings are going very well for the November meeting, currently 83 Zoom bookings with 17 partners sharing screens. Speakers using Zoom have been booked for the December, January and February meetings.

9. Any other Business

a) Zoom meetings - John

- **Payment for hosting Zoom meetings.**

Whilst we are having to run our group meetings via Zoom John is paying £140 in Zoom costs. He is currently hosting 8 interest group meetings and they will each be expected to have 10 meetings a year. The Committee agreed that John should submit his expenses for this amount. Jill expressed her thanks on behalf of the Committee to John, for all the support he is giving to Group Leaders to enable the groups to meet on Zoom.

- **Should we allow recording of Zoom group meetings?**

The Committee agreed NOT to record any of the group meetings or monthly meetings held on Zoom.

b) Committee role description for the next newsletter; volunteer please

Nothing has gone in the November Newsletter. Paul will write a brief piece for the Newsletter early in 2021.

c) Gardening Group funding

The Gardening Group would like to hire a speaker for a meeting which would have to be via Zoom, and they have sourced some quizzes including a Christmas themed one. Total cost is expected to be approx £110. (this amount is a combination of cost for quizzes and a speaker)

Committee response between meetings: Rob has confirmed that the Committee will pay for a speaker, but quizzes can be sourced from the internet without charge.

At this meeting John confirmed that the Group Leaders have sourced a suitable quiz and John is going to work with them to run a group quiz event in January. He intends to provide some video content for the occasion. Rob said that such an event should be opened up to the whole membership; therefore details need to go in the next Newsletter. If they intend to get a speaker for a subsequent monthly meeting a cost of £70 is about the going rate for our speakers.

d) Christmas Zoom meeting, 10 December - update from Jill

Everything appears to be going to plan. Rob will welcome everyone and remind them to have a glass of something and a mince pie ready for the end of the meeting. Sue has found a speaker who will give a

seasonal 30 minute presentation. Rob will then handover to John who will run a presentation of some work that members of various Tring U3A groups have undertaken during lockdown. To close the meeting Rob will then raise a toast to everyone and wish them a Happy Christmas etc.,

Communication to Members

The event will be advertised as normal by Joy sending out an email communication to all members, but for this event because we want to try and get maximum attendance she will send out a 2nd communication later in the month. If bookings exceed 100 including the speaker she will maintain a waiting list and contact Rob and ask him to investigate increasing our Zoom licence for this one meeting.

So w/c 16 November 1st email communication to all members then follow up communication around 25th November. Then it will be advertised as normal in the monthly Newsletter which will go out in early December.

e) PACE Charity approach to the Committee from the website.

This has been mentioned in the November Newsletter, leaving members to decide whether to support them or not.

f) AGM March 2021

- **Do we need a speaker?**

Yes

- **Will we be increasing our Zoom licence to 300 to enable us to be quorate?**

Rob suggested that as we are currently in very unusual times, and we are very unlikely to get over 100 people joining us for a Zoom meeting including an AGM, we will need to state very clearly at the AGM that for this one exceptional year, we will pass any items of business at the AGM on the numbers attending the Zoom meeting.

g) Newsletter December/January

Liz advised that due to planned hip surgery she may not be in a position to produce the January Newsletter and suggested that as we have done previously, we combine the December and January Newsletters.

John thinks we should produce two Newsletters to maintain contact with Members, so perhaps one of the other Committee members could do the January Newsletter.

10. Date of the next meeting : Monday 30 November, via Zoom at 7p.m.



**Minutes approved and signed off digitally by Jill Collinge, Vice Chair
Committee meeting 30/11/20**