

**Minutes of Tynedale u3a Committee Meeting
held on Thursday 27th May 2021 at 2pm Via Video Link**

Present: David Pattinson, Kevin Stephens, Wendy Dale, Alicia Cresswell, Barrie Mellars, John Dark, Colin Argent and Susan Turnbull.

No.	Activity	Action/ person
1	Welcome and Apologies for absence: Wendy welcomed Colin to the group and confirmed that Tony had left the committee.	
2	Minutes of meeting held on 22nd April were accepted as a true record.	
3	Matters Arising: David asked if Jane had officially left the committee now. Wendy confirmed this so David will remove her details from Beacon committee information.	DP
4	Chair's Report: After seeing the video from Kevin and David taking on the Eventbrite issue, Wendy felt that the committee were working well together and felt very positive.	
5	Business Secretary's Report: All correspondence received has been passed to the committee. Wendy felt that the item regarding the Constitution should be deferred to the next meeting.	
6	Treasurer's Report: During the month we have made our annual payments to the Third Age Trust for both our annual capitation fee and the balance on our Third Age Matters postage fee. This (together with the Beacon fee paid in April) completes our annual payments to the Third Age Trust for the year. The total amount paid was £2038 this year, a significant reduction on the £2687 spent last year, the difference in part reflecting a reduction in our membership over the past year and on the receipt of a credit note from TAT for overpayment of TAM costs last year. It is to be noted that capitation fees will rise in April 2022 by 50p per member to £4:00. Our Gift Aid claim has now been submitted to HMRC for the year ending 31st December 2020. Payment is expected soon.	

	<p>Our Zoom Pro licence is due for renewal on June 5th. Although we benefited from a discount for taking out an annual plan last year, that discount is not available for renewing plans. The cost for another year will therefore be £119.90.</p> <p>Trevor Field, our Accounts Examiner, has resigned the position because of his intention to relocate to Canada. I have approached John Sandiford and asked him to be available to fill the role for next year. Reluctantly, he has agreed to do so if we can't find anyone else to perform the role in the New Year. I intend to raise this at the Regional Treasurers' network next week to explore establishing a reciprocal agreement with another local u3a.</p> <p>As discussed at last month's committee meeting, we have now signed up for the Virgin Money Giving system as a charity. This will allow members and other members of the public who so wish to donate any funds to Tynedale u3a while enabling us to claim gift aid on those donations. This new arrangement has not yet been advertised in the Newsletter.</p>	
7	<p>Programme Secretary's Report: The last monthly meeting had the largest attendance so far for Zoom meetings.</p> <p>The speaker for the Christmas meeting is still not sorted but Barrie will wait until the July speaker has been heard and if he is good Barrie might ask him for December. Colin offered to be speaker for December if Barrie was struggling.</p> <p>For the new year, the River's Trust has given a good response and the Greyhound Trust looks promising. When meetings are definitely going ahead in person Barrie wants to rebook the speaker from the university.</p> <p>Barrie is happy with the survey, he hopes to send it out soon and is looking forward to the replies. Barrie will change it so that members can choose more than one option.</p>	BM
8	<p>Membership Secretary's Report: There has been a trickle of new members. John will send Kevin information concerning what needs to be changed from Barbara to John on the website.</p> <p>John has been looking into the cost of producing membership cards. The cheapest option is for John to print labels and stick them onto cards, however, Penfax (in Hexham) will print 400 black and white labels for £40, £80 for colour and laminated for an extra £50. They will also do extras of between one and eight for £1 each.</p> <p>As the Abbey is only allowing 50 to 70 people into the main room at the moment, because of social distancing, it was thought that using Eventbrite to book tickets in advance would prevent over subscription. There was much discussion on the way forward and Wendy suggested coming back to the subject at the next meeting when we might have information from the survey. Barrie will add a question to the survey asking if members would like to have a membership card.</p>	BM
9	<p>Publicity Officer and Website Manager's Report: Kevin has started to design leaflets but is short of good quality images. Members were asked to take photos for u3a day but not many groups are meeting in person so Kevin wasn't expecting many entries in the photography competition. He said he could use images from the u3a website if all else fails.</p>	
10	<p>Newsletter Editor's Report:</p>	

	<p>Alicia wanted to confirm that she was correct in sending out the newsletter a week before the monthly meeting – the committee agreed that it was.</p> <p>Alicia said that about 5 emails bounced back when sending out the newsletter and was concerned that these members weren't getting their newsletter; was someone attempting to rectify the situation? David said it was a known fault with Beacon when communicating with some email providers. Alicia will contact these members individually and ask them to add the u3a contact to their address book.</p>	AC
11	<p>Group Liaison Secretary's Report:</p> <p>Wendy brought us up to date with the Zoom meetings she has attended with the convenors. Some groups were working well but some convenors hadn't been in contact with their group members; some groups had continued over the last year and some intended to restart in September.</p> <p>Colin has been looking, on Beacon, at the groups' information and some is out of date, so he said he would contact convenors individually to have a chat and establish their current situation. Colin is also going to look at venues because groups that have previously met in members houses might be reticent to start again until they are absolutely sure it is safe. Wendy said she was very pleased that so much was happening, and Alicia asked Colin to encourage convenors to write something about their group for the newsletter.</p> <p>Colin asked how new groups were started – is it just ideas from members? Wendy outlined how Margaret worked and added that welcome meetings were a good source of ideas for new groups. Wendy said we should look at holding coffee mornings when allowed.</p> <p>Wendy said that at the Zoom convenor's meeting some convenors were anxious about the Risk Assessment Forms. Alicia added that the Risk Assessment Forms should be easily available on the website and it would be a good idea to circulate them to the convenors via email.</p>	
12	<p>Regional and Third Age Trust:</p> <p>David passed on the following information:</p> <p>As Beacon 2 is indefinitely on hold at present while the whole project is being reviewed and possible legal action followed, the decision to increase investment in Beacon1 has been taken. No details as yet but it will be surprising if we get a new website as a result. I don't feel that we will be moving to the Financial module next year.</p> <p>New Zoom group formed on Climate Change run by Newcastle u3a. Will meet monthly; next meeting June 8th. Contact Peter Dawes on pxc200@gmail.com</p> <p>Virtual workshops are available on request from Northumbria region:</p> <ul style="list-style-type: none"> • Trustee Induction • Alternative ways of meeting – hybrid and other options • GDPR • Governance • Safeguarding • Diversity and Inclusion • Communication Bites • Zoom <p>Contact Kelvin Rushworth (kelvinregnat@outlook.com), by 25th June at latest</p>	

	Hybrid meetings document has been produced by Northumbria Region (shared with our own sub group) and information from this has been used in David's recent article in newsletter. David will keep in touch with this group regarding new ideas from across the region as u3as open up and start to use Hybrid meetings.	
13	A.O.B.: The government's roadmap tells us that all legal limits on social contact will end on June 21 st so in theory we could meet in person for our June committee meeting on 24 th , however, that is not guaranteed to happen so it was decided that we have our meeting on Zoom with a view to meeting in person in July. Barrie asked if he should book the Golf Club for our July meeting and it was agreed that he should.	BM
14	Date and time for next meeting: Thursday 24 th June 2021 at 2pm. Via video link.	

Meeting ended at 15:25

Signed: *W Dale*

Dated: 19/07/2021