

**Minutes of Tynedale u3a Committee Meeting  
held on Thursday 22<sup>nd</sup> July 2021 at 2pm at Hexham Golf Club**

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

No.	Activity	Action/ person
1	<b>Welcome and Apologies:</b> Wendy welcomed everyone to the first face to face meeting since the beginning of lockdown and the first Hybrid meeting. It was decided to take refreshments at the beginning to save any interruption for those on zoom.	
2	<b>Minutes of meeting</b> held on 24 <sup>th</sup> June 2021 were accepted as a true record.	
3	<b>Matters Arising:</b> Wendy has yet to contact John Sandiford to develop something with other u3a groups regarding the Hadrian's Wall 1900 <sup>th</sup> anniversary.	WD
4	<p><b>Chair's Report:</b> Wendy has sent a letter to the Third Age Trust regarding our constitution to say that we are happy with it and won't be adding their suggested text. She hasn't yet received any response.</p> <p>Wendy suggested that the committee have lunch before the October Committee meeting and invite recent committee members to thank them properly for their contribution, which she felt hadn't been done due to Covid. It was agreed that the committee would pay for themselves and the recent members.</p> <p>Wendy would prefer not to have a committee meeting in August. If it was necessary, it would be to discuss the September monthly meeting, publicity, and the newsletter. It was decided that if it was necessary. it would be held on Zoom. It was also agreed that the September meeting would be on 16<sup>th</sup> September rather than the 23<sup>rd</sup>. September.</p>	WD
5	<p><b>Business Secretary's Report:</b> All information received has been distributed.</p> <p>Susan asked if a speaker at the monthly meeting was recorded, could a member who missed it, listen to it? Barrie said it could if the speaker gave his permission, but this is not routinely done.</p>	
6	<b>Treasurer's Report:</b> David had circulated a report prior to the meeting.	
7	<b>Programme Secretary's Report:</b> There were 70 to 80 members at the last monthly meeting.	

	<p>About 25% of members responded to the survey which is considered good. The findings showed the subjects members most wanted were history, environment, wildlife and then there was art, local geography, music, technical and scientific. Barrie said he would concentrate on the top six for future speakers. Barrie will put an article in the newsletter to thank those who contributed and say what the key results were.</p>	BM
	<p>Colin suggested that he contact the groups whose subjects were in the top six and see if they could recommend speakers.</p>	CA
	<p>David asked about continuing the monthly meetings on Zoom as the survey suggested was wanted. It was agreed that we would continue, for the time being, with Zoom.</p>	
	<p>The arrangement for the September speakers is not now possible so Barrie will rearrange the programme.</p>	BM
	<p>It was agreed to hold the September monthly meeting face to face at the Abbey but there was no decision on the use of Eventbrite. Barrie is to have further contact with the Abbey to find out if there will be any number restrictions in September.</p>	BM
8	<p><b>Membership Secretary's Report:</b> John said he would finalise the electronic renewal form and send them out, then if members don't reply he will send them paper forms. It was agreed that these could go out with the newsletter for those who haven't got email.</p>	JD/AC
9	<p><b>Publicity Officer and Website Manager's Report:</b> Kevin has removed excess files from the website and will archive them.</p> <p>Kevin had prepared a report on the relaunch that had been circulated in advance of the meeting</p> <p>Kevin asked when to release the adverts and leaflets? It was agreed to hold back the adverts until October because of the uncertainty of the Covid situation but the article on the Trebuchet event should go ahead. Kevin asked for more detail for the article from Colin. Kevin was asked to show the relaunch plan at the next meeting.</p> <p>David suggested that a coffee morning to encourage new members should be a regular event. It was agreed that there would be a new members coffee morning in October. Colin suggested inviting new members from the last 12 months and if space is available invite members from groups that are at risk of stopping.</p> <p>David suggested having virtual coffee mornings for prospective new members where someone can talk about the u3a and what it can offer. It was suggested that the u3a email could be used as a contact for anyone wanting more information. Wendy and David said they would hold one in November with a view to setting them up at regular time intervals.</p> <p>Coffee mornings could be advertised on Facebook but we would need someone to manage the site. Barrie has already set up a site and did further work during the meeting. The material will generally come from the group liaison secretary, programme secretary and events secretary. It was agreed we would advertise for a manager in the next newsletter.</p> <p>It was agreed the leaflets could be produced now. The Poetry group have offered to hand out leaflets to anyone interested when they hold their session in the park. Leaflets could be handed out at the monthly meeting.</p>	<p>KS/CA</p> <p>KS</p> <p>WD/DP</p> <p>BM</p> <p>KS</p>

10	<b>Newsletter Editor's Report:</b> There is no newsletter this month. Alicia asked if it was time to start distributing the newsletter by hand? It was agreed to wait to see how many members renewed who didn't have email addresses, so post out for now.	
11	<p><b>Group Liaison Secretary's Report:</b> The u3a's risk assessment isn't relevant for stage 4 of the Roadmap so it was decided that the advice should be for groups to do what they are comfortable with, as long as it is legal and it applies to everyone in the group. They should agree with group members plans and preparations for restarting group activities and inform the committee. Where appropriate they should carry out a relevant risk assessment and inform members of what to expect and how to prepare for returning. Members will be asked not to attend if they are showing Covid symptoms, are self-isolating after a positive test or after instruction from NHS Test and Trace. Also group leaders should continue to keep a register of participants for 21 days after the activity for Track and Trace purposes.</p> <p>Colin said that groups need to update the website relating to their group and he would be pursuing this with convenors.</p> <p>Wendy thanked Colin for all the work he has put into his new role.</p>	CA
12	<b>Events:</b> Nothing to report.	
13	<b>Regional and Third Age Trust:</b> David will attend the quarterly Regional meeting.	
14	<b>A.O.B.:</b> No other business.	
15	<b>Date and time for next meeting:</b> It has not yet been decided if there will be a meeting in August – if there is, it will be on 26 <sup>th</sup> August at 2pm via Zoom and the September meeting will be on Thursday 16 <sup>th</sup> at 2pm at Hexham Golf Club.	

Meeting ended at 15:55

**Signed:**

**Dated:**