

V-CV U3A

Minutes of Committee Meeting

held on 13th March 2020

Present: Brenda Kember, Ron Fenn, Cathy Jones, Barbara Berry, Mary Gotts, Nick Photi, Steve Bowler, Gill Davies, Dick Downs, Ken Pragnell, David Collins, Chris Hughes attended as Membership Secretary
Apologies: Doreen Van Couter

MINUTES	Action
<p>1.Co-option of David Collins onto Committee It was unanimously agreed to co-opt DC onto the committee.</p>	
<p>2. Acceptance and approval of February 2020 minutes: With a few slight amendments, the minutes were accepted and approved.</p>	
<p>3. Matters arising from February 2020 minutes: 3.2.2.11i) Replacement chairs: Chairs have now arrived. 3.13ii) Assistance setting up at GMs: NP/SB reported adequate assistance now in place. 3.5d) Purchase of new laptop: Ongoing. Allowance of up to £800 agreed. GD/DC to liaise and double check existing laptop. RF updated committee on proposed purchase of new noticeboard/s. 3.11i) Purchase of TV and Hearing Loop: Ongoing. BK reported GWP Manager has advised Parish Council has no funds available for a Hearing Loop, although this is a legal obligation. 3.11iv) Extra storage space: One trolley has arrived. Hopeful for delivery of a further trolley. 3.11v) Beacon upgrade: BJB had no further information. However, CH reported problems with membership renewals on Beacon. BJB/CH to liaise and, if necessary, report problem to Beacon. 4. Herts Network & Cluster Group: CJ advised RF and KP will attend a TAT Finance Workshop on 3rd April, DVC and CJ will attend a TAT Creative Thinking Workshop on 15th May, both free of charge, taking place at Woolmer Green. 11. A.O.B. i) Poetry event proved very successful. iii) BK/GD to liaise on possible future Speaker. v) Members' interest in a possible VCV Walking Netball Group to be requested at March GM; vii) DD advised Fitsteps article for Newsletter is ongoing. viii)TAT now responding to email and telephone contact, but still out of HQ offices.</p>	<p>GD/DC RF BK BJB/CH RF/KP DVC/CJ BK/GD DD</p>
<p>4. Membership Renewals: CH advised 200 members renewed so far. After lengthy discussion by committee, it was agreed to accept membership renewal from a member who had previously caused VCV a problem; this member to be monitored and not added to MG's Holidays database. BK and CJ to help CH with distribution of membership cards at GMs.</p>	<p>CH</p>
<p>5. 2020 AGM Preparation: RF to liaise in April with Eve Brown re VCV's Annual Report & Accounts. BK to prepare Chairman's Report. CJ to check Constitution for timing in sending documents to membership. Attention was drawn to a paper circulated by TAT on "Managing AGMs during the present coronavirus outbreak".</p>	<p>RF/BK/CJ</p>
<p>6. Finance Report: RF's monthly Finance report was discussed. Committee congratulated RF on his thorough review of VCV's Groups' financial management which was carried out to establish whether Groups were acting in line with TAT and Charity Commission requirements. Spreadsheets showing individual Groups' income and expenditure provided valuable statistics for future use. RF particularly commended Ballroom Dancing and Antiques & Collectibles for their excellent Beacon input. TAT payments for annual membership subs, contribution for TAM distribution costs and Beacon licence fees to be paid direct.</p>	
<p>7. Groups' Report: In DVC's absence, the Groups' Report was discussed. Denise Manning has taken over leadership of Flower Arranging Group. Twentieth Century History has lost several members but is carrying on for time being. Tea/coffee instruction sheet has been laminated and will be kept in door of storage cupboard to prevent loss.</p>	

<p>8a) Holidays & Events Report: MG's update was discussed: Brick Lane Music Hall was a success, although there were last-minute cancellations due to fears over coronavirus. Dover Castle trip in May has only 4 places left. Canal trip in July to go on sale in March; Buckingham Palace trip in August and Caribbean/Cuba in January 2021 to go on sale in April.</p> <p>b) Theatre Report: RF's report was discussed. The sale of tickets for "Hello Dolly" at February GM had caused severe congestion at the entrance to the Lounge. Changes to setting up Lounge and a form of crowd control to be put in place for future GMs. RF to publicise tickets for U3A Day in June at March GM.</p>	<p>MG</p> <p>RF</p>
<p>9. Holiday Admin Fund: Committee discussed notes from an earlier meeting between BK and MG and also Chairman's feedback on "Inspection visits and Travel Fair expenses" Whilst BK stressed MG's efforts were well appreciated by all in VCV, there had been significant changes to legislation in the last 2/3 years which trustees were obliged to implement. The Holiday Admin Fund, henceforward called "Expenditure Advance Account" was set up in July 2019 to reimburse the Holiday Organiser for expenses incurred for a specific travel show researching holiday destinations for VCV members. The admin fee of £3 per person per holiday is proving inadequate to cover the expenses involved and BK to email membership to advise this fee will need to be increased to £5 in the near future. The cost of inspection trips to Thursford and Amsterdam were agreed but any future travel shows or inspection trips deemed necessary are to be presented to committee prior to booking.</p>	<p>BK</p>
<p>10. Succession Planning: BK thanked committee members for providing their Job Outlines and CH was requested to also do one for Membership Secretary. BJB pointed out a few anomalies in the Job Outlines and it was agreed amendments would be required in some cases.</p>	<p>CH</p>
<p>11. Newsletter: In TP's absence, committee discussed the Newsletter. There were 8 pages this month as so much to fit in. It was agreed TP should advise committee each month when Newsletter goes into Dropbox. With a few amendments, DD agreed to organise 230 copies to be printed. Possible distribution to members by email to be carried forward for discussion at April CM.</p>	<p>TP/DD</p>
<p>12. Any Other Business:</p> <ul style="list-style-type: none"> i) BK voiced everyone's concern over the coronavirus outbreak and requested committee approval for a proposed email to membership outlining decisions made based on TAT and NHS advice. At present GWP Manager not closing Centre, it is up to individual Groups to decide whether to hold meetings. For home-based meetings, Group Leader and householder to decide. BJB advised there were scams now circulating re coronavirus. ii) MG reported receiving requests from members nervous about coronavirus and it was agreed Holidays and Events could be sold by email if necessary. iii) MG requested assistance controlling queues in the Lounge when members are booking popular shows/ events and committee agreed to provide crowd control measures. iii) GD requested guidance on attendance of Speakers during coronavirus. v) BJB to give DC access to Dropbox and Beacon. BK stated some emailed communications to members are not being opened. vi) NP/SB advised VCV's storage cupboard now revamped to give plenty of storage space, vii) CJ to check date and time of booking for New Members Event in May and advise committee. 	<p>BJB</p> <p>CJ</p>
<p>Date of next meeting Thursday 9th April 2020 10.00 – 12.00 in Lounge at GWP</p>	