

## V-CV U3A

### Minutes of Committee Meeting

conducted by Zoom video conference on 11<sup>th</sup> June 2020

**Present:** Brenda Kember, Ron Fenn, Cathy Jones, Barbara Berry, Mary Gotts, Doreen Van Cauter, Nick Photi, Steve Bowler, Gill Davies, Dick Downs, Ken Pragnell, David Collins

MINUTES	ACTION
<b>1. Acceptance and approval of May 2020 minutes:</b> The minutes were accepted and approved.	
<b>2. Matters arising from May 2020 minutes:</b> 2.3a) Membership renewals: Ongoing 5. Videoconferencing committee meetings: BJB, RF and DC were congratulated on getting CMs up and running using Zoom. Committee considered whether a fortnightly meeting could be advantageous.	<b>CH</b>
<b>3. The Way Forward:</b> a) Holidays, Events & Theatre trips: MG reported a “wait and see” approach was being adopted as nothing could be planned at present with the situation changing daily. Discussion took place regarding existing theatre bookings. Committee are aware there may be issues involved in relation to COVID-19. RF reported The Mill at Sonning has advised their productions would hopefully be rearranged for 2021 and a free bottle of wine per 4 members would be provided to thank VCV for its support. KP queried if Third Party Liability insurance would give VCV cover if any venues ceased trading. CJ to liaise with TAT and advise KP who would report back to committee at future CM. b) Groups’ activities: DVC has been in contact with GLs and reported that, although some Groups are staying in touch via Zoom, some are reluctant to do so and are awaiting return to normal. However, all are keen to remain members. It was agreed members should be encouraged to try using Zoom and reminded that TAT is running tutorials to introduce U3As to videoconferencing. BK reported positive feedback from members who are appreciative of all committee are doing during COVID-19. Committee were reminded risk assessments will be required when Groups restart. c) Communicating with membership: BK reported VCV’s Facebook page is not flourishing. DVC stated many members are not interested. Committee agreed VCV’s website needed updating and a sub-committee comprising DC, DD, GD and KP to be set up to redesign the website, using Ware U3A’s website as an example. It was suggested members be emailed to request those with experience of building a website to come forward. The recent successful weekly E-News was discussed. DD offered to take over from BK and produce a fortnightly edition, halfway between the monthly Newsletters. BK to send DD template used.	<b>CJ/KP</b>  <b>DC/DD/GD/ KP</b>  <b>DD/BK</b>
<b>4. Finance Report:</b> RF advised that it had not yet been possible to arrange for EB to examine the 2019/20 accounts. He will contact her again to establish when this can be carried out. The previously circulated Treasurer’s Report and Accounts for 2019/20 was unanimously approved. RF’s Financial Forecast for 2020/21 and 2021/22 was discussed, which was based on a 5% increase in costs for both financial years and which illustrated the subsequent growth in VCV funds as a result of normal operations being cancelled due to the restrictions in place. It was agreed that a possible change in membership fees for 2021/22 could not be considered until the future financial situation was clearer; this would be reviewed again in September.	<b>RF/KP</b>
<b>5. AGM Preparation</b>	

<p>KP's recent email to committee was discussed, in which 3 options were put forward for carrying out VCV's AGM during COVID-19 postponement. Recent advice from TAT, the Charities Commission and the appropriate section of VCV's Constitution were considered. Option 3 was deemed the most favourable. KP proposed the 3 co-opted members become "Casual Vacancy" members as per the Constitution. BJB stood down and was re-elected by committee as a "Casual Vacancy" in order to provide a smooth handover as Webmaster to DC. When this has been achieved, BJB will come off the committee. DVC and MG agreed to remain on the committee until the AGM, the date of which has not yet been determined. It was agreed to ratify the full appointment of the 3 existing co-opted members, DD, KP and DC.</p> <p>CJ to send Trustee document to DD, KP and DC for signature and return.</p> <p>BK to draft an email, to be sent to committee for approval, advising membership VCV's AGM is being postponed indefinitely due to COVID19.</p> <p><b>6. Newsletter:</b></p> <p>TP joined the meeting. Committee congratulated TP and DD on another excellent Newsletter. With a few amendments, it was approved for printing and circulation by email (and post) to membership. TP was requested to notify VCV's Facebook members (86 at present) when Newsletter has been issued every month.</p>	<p><b>CJ</b> <b>BK</b></p> <p><b>TP</b></p>
<p><b>7. Any Other Business:</b></p> <p>a) Committee discussed an email to BK from a member who was suggesting archiving VCV's documents.</p> <p>b) GD advised the Speaker booked for July GM has agreed to attend next year.</p> <p>c) DD confirmed taking over E-News with assistance from TP.</p>	<p><b>DD/TP</b></p>
<p style="text-align: center;"><b>Date of next meeting</b> <b>Thursday 9th July 2020</b> <b>by Zoom video conference</b></p>	