

V-CV U3A

Minutes of Committee Meeting

conducted by Zoom on Thursday July 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
<p>1. Acceptance and approval of June 2020 minutes: The minutes were accepted and approved.</p>	
<p>2. Matters arising from June 2020 minutes: 3a) The Way Forward: Re Third Party Liability insurance, KP advised committee to refer to TAT's website regularly for the latest information. A note to be made in Dropbox to this effect. RF to investigate if any link between insurance and risk assessment. TAT's COVID19 risk assessment form for Groups restarting is now in Dropbox and GLs to be advised to complete the form and send to RF. BK reported both GWP Manager and Chris Brown (Park Street Village Hall) have sent out COVID19 risk assessment documents. (See also agenda item 5c)</p>	<p>RF RF/DVC</p>
<p>3. Future Roles of Committee Members: Reference was made to RF's email to committee setting out his new role as Development Secretary, which would oversee all areas within VCV, with the exception of events and theatre trips. BK will maintain links with MG and MF on these. New roles also confirmed: KP as Treasurer and DC as Webmaster. BJB to amend Dropbox, Beacon and email addresses for relevant committee members.</p>	<p>BJB</p>
<p>4. Reopening of Greenwood Park: GWP Manager is keen to reopen the Centre. A copy of her recent email with the precautions to be implemented has been put in Dropbox (COVID19). BK stated there is a possibility August CM could be held in Orton Hall as distancing regulations could be obeyed. However, reduced capacity figures for each Hall would be required to maintain social distancing. RF stated adequate sanitising by VCV before and after a GM would need to be taken into account. Park Street Village Hall has suitable rooms but precautions would be difficult to implement.</p>	<p>BK</p>
<p>5. VCV's Future: a) VCV AGM: BK thanked RF, KP and CJ for signing up to TAT training on Zoom for large meetings and AGMs and they were requested to give feedback to BK. Discussion took place on how VCV's members would be able to vote. It was agreed all members who wished to should be able to participate. b) TAT, CMs and GMs by Zoom:</p> <ul style="list-style-type: none"> • TAT will be conducting their AGM by Zoom on 29th September using special software to enable voting to take place. (See also agenda item 9). Unlike U3As, the Trust is both a charity and a trading company, hence different rules apply. KP reminded committee AGMs need to be interactive, unlike GMs. • CMs are proving successful on Zoom. • GMs: RF had previously circulated a document outlining suggestions for holding future GMs by Zoom and proposed a pilot be carried out involving himself, BK, CJ and SB. GD advised on current situation regarding speakers for future GMs. KP stated Croxley U3A were starting GMs and planning their AGM on Zoom and VCV may benefit from their experience. <p>c) Groups restarting including risk assessment: It was agreed Groups should be encouraged to restart if they are able to do so. BK to edit COVID19 risk assessment form and circulate to committee. Groups should notify DVC and BK when they wish to restart and GLs to be emailed the form to complete and return (see also agenda item 2.3a).</p>	<p>RF/KP/CJ</p> <p>RF/BK/ CJ/SB</p> <p>DVC/BK</p>

A Network meeting by Zoom to be attended by BK and FB on 10 th July when BK will lead a discussion on restarting Groups and give committee feedback.	BK/FB
d) Theatre trips and Events: MG advised no change until officially notified by venues. RF reiterated Pretty Woman, Hello Dolly and The Mill at Sonning are deferring programmes till 2021. Further discussion took place regarding future theatre trips and events.	
6. Finance: RF to hand over all Treasurer paperwork to KP. BJB to amend Beacon to reflect change of Treasurer. RF reported on current position regarding VCV's finances and stated he had been requested to complete a fresh mandate showing his up to date signature.	RF/BJB
7. Update of VCV's Website: A sub-committee of DC, DD, GD had been formed to examine VCV's website. DC circulated a document outlining the issues and some possible improvements to be considered. Feedback from committee had been received. It was suggested the Newsletter and E-News were possibly detracting from use of the website and it was agreed a questionnaire/survey should be instigated to ascertain how VCV members would wish to use the website and their opinions on its future.	DC
8. Membership Form Analysis: BK to request CH to deliver all membership forms to DVC, who will log all positive and negative comments and provide feedback to committee.	BK/CH/ DVC
9. TAT's AGM: (See also agenda item 5b) TAT's AGM to take place by Zoom on 29 th September. It was agreed VCV would be represented by BK and RF as participants and KP as an onlooker. CJ to put their names forward when requested to do so by TAT.	BK/RF/KP CJ
10. Newsletter: TP joined the meeting. TP and DD were again congratulated on an excellent July Newsletter. BK is endeavouring to keep members updated on COVID19 in relation to VCV. The Newsletter was approved for emailing and posting to members.	TP/BK
11. Any Other Business: GD had a query on GMs and future speakers and was advised to await feedback from RF/KP/CJ following their TAT tutorials. If GM goes ahead in August by Zoom, GD to find appropriate speaker.	GD
Date of next meeting Thursday 13th August 2020 Venue TBA	