

V-CV U3A

Minutes of Committee Meeting

conducted by Zoom on Thursday 13th August 2020

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

Apologies: Doreen Van Couter

MINUTES	ACTION
<p>1. Acceptance and approval of July 2020 minutes: The minutes were accepted and approved.</p>	
<p>2. Matters arising from July 2020 minutes: 2.3 Future Roles of Committee members: BJB has handed over to DC. ISP (Domain Provider) still remains to be transferred over. 2.4 Re-opening of GWP: Committee members were reminded Centre Manager is on site to answer queries re invoices, etc. A coffee bar has opened next to Centre. 2.7 Update of VCV's website: Ongoing 2.8 Membership Form analysis: RF reported DVC has carried out a careful analysis and results will be circulated for September CM. 2.9 TAT's AGM: Barbara Cordina is standing down as chair of Herts Network and has been nominated as TAT's East of England Director, this to be confirmed at TAT's AGM in September. BK and FB attended a Network meeting on 10th July when 67 members attended via Zoom. The 3-hour meeting was recorded and had 2 co-hosts. 2.11 A.O.B. GD was requested to source a speaker available for a Zoom GM in September.</p>	<p>BJB/DC</p> <p>DC DVC</p> <p>GD</p>
<p>3. Future Developments: a) AGM: Ongoing b) GMs: A Zoom sub-committee comprising BK, RF, CJ and SB had met to discuss the pilot for a Zoom September GM. Those present had consented to a recording of the meeting being made and circulated to all other committee members. RF reported 15 GL volunteers plus the committee have agreed to take part in the pilot on 1st September at 11 am for 30/45 minutes. BK to host and send an email link beforehand to all participants, pointing out this will be a private link and should not be shared with anyone else. SB to act as co-host. It is intended to record the meeting after obtaining permission from all present. A further Zoom sub-committee meeting to be arranged before 1st September to finalise procedure. c) Risk assessments (RAs):</p> <ul style="list-style-type: none"> • RF's recently circulated draft document on RAs was discussed. RF stressed the importance of RAs when groups restart and had sent all GLs RAs to complete. To date 11 had responded with the remaining replies confirming they were closed until a later date, at which point an RA would then be completed. KP queried whether RAs should be completed for each group meeting. BK stated that, during COVID19, RAs would be required only once when a group restarts, with dates of ensuing meetings recorded. It was noted RAs should have been completed before COVID19 for all groups but this had not been carried out. • RF was awaiting a group template said by TAT as being prepared by the risk assessors of the insurers. DC asked about insurance for groups who met in different members' homes each month and was told TAT's insurance should be used to cover these occasions, not members' own household insurance. RF confirmed that TAT insurance does not cover anything relating to COVID19. KP suggested TAT's recent guidance on meetings during COVID19 should be attached to RF's RA document to GLs. RF will consider this and report back. BK stated too much information from TAT intended for committees may put off GLs from reopening Groups. Post COVID19, the committee agreed that in future Groups should not re-open and operate without the approved RA being undertaken. RF will update all Groups when they restart. • RF offered to initiate drawing up a checklist of how GMs were run before COVID19, with details of 	<p>BK/RF/ CJ/SB</p> <p>RF</p> <p>RF</p> <p>RF</p>

<p>catering, books, cards, raffle, etc. This could prove a starting point for the new situation when GMs restart.</p>	<p>RF</p>
<p>4. Group News, Holidays, Events and Theatre trips: a) Group News: In DVC's absence, there was no Group news to report. BK asked that groups should be encouraged to restart but feared some may never do so. b) Holidays & Events: MG reported Thursford has been rebooked for 14th December 2021 and all deposits transferred to new date. However, restrictions on coach numbers and the effect on pricing need to be considered and this will affect all future holidays and events. MG suggested deferring decisions until 2021 when selling could recommence. Moselle cruise on 28th May had been postponed until 1st September which also cannot now go ahead. 27th May 2021 had been reserved instead if required. After consultation with those members booked to travel, it was agreed a full refund would be made, 50% in September and 50% before end of the year, and VCV would not be taking up the May 2021 reservation. c) Theatre trips: RF reported the current restrictions meant rescheduling Pretty Woman to 24th March 2021 and Carousel to 26th August 2021. Any further changes will be advised.</p>	<p>MG</p> <p>RF</p>
<p>5. Finance: KP's previously circulated report on VCV's current finances was discussed. RF has handed over all paper documentation to KP and the bank mandate has been updated to include KP as an approved signatory. Committee approved KP trialling alternative banking options for payments in and out.</p>	<p>KP</p>
<p>6. Newsletter: It was agreed that all holidays, events and theatre trips should be in table format, showing each event and new date. TP was congratulated on the Newsletter and DD on Email News but he requested more input from members. The Newsletter was approved for circulation to members.</p>	<p>TP/DD</p>
<p>7. Any Other Business: a) GD queried whether a speaker would be required for the pilot GM on 1st September and was advised one would not be required. GD to make enquiries of current booked speakers to ascertain whether they offered Zoom presentations and, if so, whether their standard can be checked. b) KP noted TAT were asking for volunteers to participate in a High Street project looking at High Streets before and after COVID19. He proposed to volunteer covering Abbots Langley on behalf of VCV. c) RF confirmed all committee members will be invited to participate in the pilot Zoom meeting on 1st September. GD apologised for her absence on that day.</p>	<p>GD</p> <p>KP</p>
<p style="text-align: center;">Date of next meeting Thursday 10th September 2020 By Zoom</p>	