

V-CV U3A

Minutes of Committee Meeting

held by Zoom on Thursday 10<sup>th</sup> September 2020

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

Apologies: Mary Gotts

MINUTES	Action
<p><b>1 Acceptance and approval of August 2020 minutes:</b> The minutes were accepted and approved.</p>	
<p><b>2. Matters arising from August 2020 minutes:</b></p> <p><b>2.2.7 Update on VCV's Website:</b> Ongoing. DC reported still waiting for Beacon to advise their intentions on the upgrade.</p> <p><b>2.2.8 Membership form analysis:</b> BK thanked DVC for her preliminary report. Having examined 432 forms, DVC identified a number of problems with their completion. Her full report, giving specific recommendations, will be available for October CM.</p> <p><b>2.3a) Future Developments: GMs:</b> RF had received good feedback from the pilot Zoom GM on 1<sup>st</sup> September and advised that the Zoom GM would be going ahead on 17<sup>th</sup> September. To date 50 members (incl. committee) have signed up to attend. Committee agreed to an increased fee to Zoom if the number goes over 100. BK to advise KP of increased fee if it is required. DC raised the issue of possible problems which could be encountered by members downloading Zoom at the GM. The speaker lined up by GD for the September GM advised DC he preferred a trial GM to take place before he confirmed his attendance. GD to cancel this speaker until a future GM.</p> <p><b>2.3c) Risk assessments/insurance:</b> TAT will be sending out up to date advice shortly on Government strategy. RF had previously circulated a checklist for GMs to SB/NP/GD and this to be placed on Dropbox.</p> <p><b>2.7 Any Other Business:</b> b) KP has registered for participation in TAT's COVID19 High Street project and will record situation by end of September.</p>	<p>DC</p> <p>DVC</p> <p>BK</p> <p>GD</p> <p>KP</p>
<p><b>3. Feedback from Zoom pilot:</b> RF reported it had been useful having co-hosts but procedures for large groups could prove cumbersome and assisting too many members having problems with Zoom at GMs would be impossible. RF also had concerns regarding the quality of speakers on Zoom and welcomed feedback from other U3As. BK reported having positive feedback from members and had sent all attendees a link to the recorded pilot. KP had trialled the use of his mobile phone instead of his computer and had experienced several problems which could also be encountered by members. KP and DC suggested members practice Zooming beforehand. BK will send an email to those who have not used Zoom previously, offering instructions on how to do so.</p>	<p>BK</p>
<p><b>4. Updates:</b></p> <p><b>a) GWP reopening:</b> The Sports Hall has reopened. BK contacted GWP Manager regarding the possibility of holding CMs in Orton Hall and was advised 18/20 people could be accommodated with social distancing but unfortunately suitable time slots were not available. However, new COVID19 restrictions w.e.f 14<sup>th</sup> September will restrict numbers to 6. GWP Manager stressed RAs would be required beforehand for all bookings.</p> <p><b>b) Groups restarting:</b> Walking groups were intending to recommence but many groups are still hesitant to restart. Some are meeting, but only socially for conversation.</p> <p><b>c) Risk assessments:</b> Committee agreed RF's risk assessment policy document should be circulated to GLs and DC to place on website. TAT was leaving individual U3As to set their own rules.</p>	

<p><b>5. Update on Groups, Holidays, Events, Theatre trips:</b>  <b>Groups:</b> DVC advised groups continuing to be in contact.  <b>Holidays:</b> Nothing further to report.  <b>Events:</b> Nothing further to report. Still awaiting details for Thursford 2021.  <b>Theatre trips:</b> RF reported “Hello Dolly” had closed. The ticket agency is refunding the block payment for tickets which will enable KP to make individual refunds to members.</p>	<p><b>KP</b></p>
<p><b>6. TAT and Herts Network:</b>  <b>a) TAT insurance:</b> BK thanked RF/DD for their recent insurance policy document. RF advised referring to the TAT website for further information. BK and RF to attend TAT AGM on 29<sup>th</sup> September as voting representatives. KP to attend as observer.  <b>b) Herts Network:</b> A scheduled Discussion Forum due to be held on 11<sup>th</sup> September had to be cancelled due to lack of support.</p>	
<p><b>7. Finance:</b>  KP’s monthly report was discussed. KP to circulate the half-yearly set of figures to end of September in time for October CM. RF suggested liaison between KP and CH on membership subscriptions and KP to prepare a document on how they should be handled. KP to request CH to advise of any new members joining after September and will look at settings on Beacon that record subscriptions, including those which are pro-rata.  The bank can now handle dual authorisations of online payments. RF already has online access. KP has requested it and, when he has a card reader, will initiate a trial payment. If successful, BK and CJ to set up as online signatories.</p>	<p><b>KP</b>   <b>KP/CH</b>   <b>KP/ BK/CJ</b></p>
<p><b>8. Committee minutes on VCV website:</b>  BK thanked DC for putting minutes on the website. These will be password protected in the Members’ Area. BJB pointed out <u>each</u> document has to be separately password protected.</p>	
<p><b>9. Newsletter:</b>  TP joined the meeting and BK congratulated both TP and DD yet again for an excellent Newsletter. Some amendments were made. RF suggested more information advising members what the committee was doing during COVID19. BJB reminded committee a regular “News from the Committee” article used to appear. A discussion took place about relevant content and it was agreed that future editions should include committee news. Carried forward to October CM. DVC to write an article for the Newsletter updating Group Leaders and requesting further input for future editions.</p>	<p><b>TP/DD</b>   <b>DVC</b></p>
<p><b>10. Any Other Business:</b>  a) BJB said handover to DC almost complete, just internet provider still to do. October will be BJB’s final CM before stepping down from committee.  b) CJ advised there would be no VCV 2021 diaries for sale this year as no GMs for distribution.  c) DVC confirmed the Membership form analysis will be available for October CM.  d) RF pointed out BK will receive many calls from members for help with Zoom. RF to email names and membership numbers of those signed up for GM.  e) BK confirmed cancellation of the December Dance. No deposits had been paid so no losses incurred.  f) BK enquired about the Examiner’s Report from EB. RF to email copies to BK/CJ. CJ to send BK’s revised Committee &amp; Treasurer’s report to Charities Commission and TAT.  g) BK stated she holds the licence for Zoom at present but this can be amended. It is registered with Zoom as “Ver-Colne Valley U3A”</p>	<p><b>BJB/ DC</b>   <b>DVC</b>   <b>RF</b>   <b>RF/CJ</b></p>
<p><b>Date of next meeting</b>  <b>Thursday 8<sup>th</sup> October by Zoom</b></p>	