

V-CV U3A

Minutes of Committee Meeting

held by Zoom on Thursday 8<sup>th</sup> October 2020

**Present:** Brenda Kember, Ron Fenn, Ken Pragnell, Cathy Jones, Barbara Berry, Mary Gotts,

Doreen Van Cauter, Nick Photi, Steve Bowler, Gill Davies, David Collins

**Apologies:** Dick Downs

MINUTES	Action
<p><b>1 Acceptance and approval of September 2020 minutes:</b> The minutes were accepted and approved.</p>	
<p><b>2. Matters arising from September 2020 minutes:</b>  <b>2.2.7 Update on VCV's Website:</b> Ongoing.  <b>2.2.3a) Future Developments: GMs:</b> Feedback from members on September Zoom GM was very favourable, both on the day and to the recording, which had 67 hits.  <b>2.2.3c) Risk assessments/insurance:</b> RF has been contacted by the Garden Appreciation group who were considering an outing. Advice to relate to TAT's website for risk assessment guidance to be given to all groups wishing to start events.  <b>2.2.7 Any Other Business:</b> KP has completed paperwork for the High Street survey. This will require to be repeated in 2021.  <b>2.3 Feedback from Zoom pilot:</b> In view of positive responses to September's Zoom GM, it was decided to continue using Zoom for future GMs. BK emailed members who had not previously used Zoom to offer her assistance, and will do so again before October's GM. Members will be encouraged to use TAT's Zoom training sessions.  <b>6. TAT &amp; Herts Network:</b> It was not deemed advantageous for BK/RF/KP to attend TAT's AGM online as it was being relayed using a system other than Zoom. CJ therefore registered VCV's votes prior to AGM. TAT's new website is now more user-friendly and TAT welcomed feedback from members. RF stated it had been difficult to access information on their old website. Bulk orders for U3A 2021 diaries not available this year but items can be ordered by individual members from their trade shop.  <b>8. Committee minutes on VCV website:</b> DC confirmed all approved minutes now on website.  <b>10a) A.O.B:</b> BJB's handover to DC almost complete. BJB still owner of archive material.  <b>d) BK</b> had received no calls from members requiring assistance with Zoom.  <b>f) CJ</b> has sent VCV's Committee &amp; Treasurer's Reports to Charities Commission and TAT.</p>	<p><b>DC</b></p> <p><b>BK</b></p> <p><b>BJB/DC</b></p>
<p><b>3. Committee visitor to November committee meeting:</b> BK advised Julia Scott has indicated she is willing to join VCV committee and will be invited to attend November's CM as an observer.</p>	
<p><b>4. Membership Form analysis:</b> DVC's previously circulated document was discussed. Several anomalies were pointed out and suggestions made for improvements. BK reported some members have had trouble downloading the forms and problems were exacerbated as forms could not be handed into GWP. BJB stated CH sends TAT a quarterly list of members who should receive TAM and there will be no record of members who have not completed forms. CH to be requested to go through forms again; those not requesting TAM should be deleted from TAM list, thus reducing the number of copies to be paid for by VCV. BK requested feedback from RF/KP on this issue. BJB also stated Next of Kin details can be entered on Beacon by individual members, together with change of address details, etc. KP pointed out many members are not confident with technology. DVC raised the problems encountered with members on events not carrying membership cards and some had no emergency contact numbers entered. It was agreed CH should check all forms and missing information be chased up. DVC to send BK list of names who have not completed forms, or not completed them correctly. BK to resend forms and follow up with CH. BK/RF to liaise on way forward.</p>	<p><b>CH</b> <b>RF/KP</b></p> <p><b>CH/</b> <b>DVCBK/</b> <b>RF</b></p>

<p><b>5. Greenwood Park:</b> RF has discussed with GWP Manager the issue of VCV's contribution for non-use of Centre during COVID19. KP stated VCV was legally and morally liable to pay according to our contract with GWP. It was unanimously agreed VCV should pay for June–Dec 2020. It was also agreed to request that, if any VCV slots were able to be re-let, income received should be credited to VCV. RF to contact GWP Manager and request invoice for June–Dec 2020 and KP to email committee with suggested letter to GWP Manager requesting income from re-lets be credited to VCV for 2021. NP has contacted GWP Manager regarding possible vacant slots. SB has cleared perishable stock from cupboards and will monitor until VCV recommences use of the Centre.</p>	<p><b>RF</b> <b>KP</b> <b>SB</b></p>
<p><b>6. Herts Network:</b> CJ asked for the committee's votes for the Herts Network AGM on 23<sup>rd</sup> October. Barbara Cordina has been nominated as TAT's Trustee for East of England and will be standing down as Chair of Herts Network.</p>	
<p><b>7. Christmas 2020 (and future GMs):</b> The speakers for October (Simon Michael) and November (Adrian Davies) are in place. <b>October GM:</b> Committee agreed the request by October's speaker to the selling of his books after the meeting. BK to send email with order form to all members. The running order of the GM was discussed and agreed. GD queried payment to the speaker. RF to authorise on the day and KP to implement. <b>Christmas GM:</b> It was agreed to move the time of meeting to 3 pm and to suggest that members invite friends/family to join them (subject to COVID19 restrictions) in order to create a more festive occasion. Committee also agreed to SB arranging a Zoom Quiz lasting approx 30 mins and Brian and Pat Baxter be requested to contribute a musical item.</p>	<p><b>RF/KP</b>  <b>SB</b> <b>BK</b></p>
<p><b>8. Update on Groups, Holidays, Events &amp; Theatre trips:</b> <b>Groups:</b> DVC has contributed an article for the October Newsletter. <b>Holidays:</b> MG will contribute an article for November's Newsletter to keep interest going. MG suggested a possible short UK break when allowed, although coach numbers could prove a problem. Carsharing was a possibility. RF has contacted the coach company used by VCV and was advised up to 35 people per coach was possible meeting current requirements. <b>Events:</b> A list of events VCV hope to do in the future to be publicised to keep members' interest. <b>Theatre trips:</b> Refunds in progress for "Hello Dolly" and will be distributed when cheques signed.</p>	<p><b>MG</b>  <b>KP</b></p>
<p><b>9. Finance Report:</b> KP's monthly report to committee was discussed. A decision will be required on members' subscriptions for 2021/22. BK stated the figure for Newsletter should include postage to members not on email. BK/CJ to be set up as online signatories. At present only KP and RF can authorise cheques online. Carried forward to November CM.</p>	<p><b>BK/CJ</b></p>
<p><b>10. Newsletter:</b> TP joined the meeting and TP/DD were congratulated on an excellent October Newsletter. Some members reported not receiving their Newsletter on Beacon and DC/DVC advised Tiscali/TalkTalk often cause problems, although BJB stated documents do eventually get through. NP to investigate how many members use Tiscali/TalkTalk. Some amendments were made and the question of inclusion of obituaries was discussed. This to be carried forward to a future CM. The Newsletter was approved for circulation and posting to members.</p>	<p><b>NP</b> <b>TP/DD</b></p>
<p><b>11. Any Other Business:</b> a) BK expressed the committee's thanks to BJB for her 8 years on VCV's committee and valuable contribution as Webmaster. BJB is stepping down after October CM. b) BK referred to TAT's new website and stated there were various tutorials and events available to book, particularly recommending a 20 min tutorial on being a U3A Trustee. KP/DD/DC were requested to look at this and advise CJ if they wished to attend. c) NP enquired whether the 2021 committee calendar was yet in Dropbox. BK to implement.</p>	<p><b>BK</b></p>
<p style="text-align: center;"><b>Date of next meeting</b> <b>Thursday 12<sup>th</sup> November 2020</b> <b>At 10 am by Zoom</b></p>	