

V-CV U3A

Minutes of Committee Meeting

held by Zoom on Thursday 12th November 2020

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

Observer: Julia Scott

MINUTES	Action
<p>1 Welcome to observer Julia Scott BK introduced JS and welcomed her as an observer.</p>	
<p>2. Acceptance and approval of October 2020 minutes The minutes were accepted and approved.</p>	
<p>3. Matters arising from October 2020 minutes: 3.2.2.7 Update on VCV's Website: Ongoing. 3.2.2.3a) Future Developments: GMs: Zoom recordings continue to be accessed and favourably received by many members. 3.2.2.3c) Risk assessments/Insurance: Ongoing 3.3 Committee visitor to November CM: JS attended November CM. 3.4. Membership Form Analysis: BK thanked DVC for completing this valuable analysis. 3.5 Greenwood Park: See agenda item 5 – Finance 3.7 Xmas 2020/Future GMs: SB confirmed Quiz preparations progressing well. See agenda item 7. 3.11 A.O.B: NP still awaiting 2021 committee calendar to go on Dropbox.</p>	<p>DC RF SB BK</p>
<p>4. Update on Groups, Holidays Events & Theatre trips: Groups: DVC reported David Samuelson wished to resurrect, and is prepared to lead, the Art Appreciation Group using Zoom. To be included in December Newsletter. The Lunch Club hopes to meet again for a Christmas lunch in December, COVID regulations permitting. Holidays & Events: MG had nothing new to report. Still looking at Warner's weekend break with car share. Date in 2021 yet to be decided. Theatre trips: RF reported it is hoped the 3 shows booked for 2021 will still go ahead. BK thanked all involved in making plans for the future and facilitating the refunds of members' money when received from the venue, with particular thanks to Maggie and Coral.</p>	<p>TP MG</p>
<p>5. Finance Report: KP reported little change in the state of VCV's finances. It had been anticipated paying GWP the full amount for contractual commitments. However, GWP Manager pointed out GWP had not been able to fulfil its part of the contract to supply a service during COVID19 and we would not be required to pay in full. BK had clarified the situation with the Manager. The Sports Hall had been fully booked during VCV bookings with Badminton when the venue was able to open on a on a month-by-month basis. BK stated that the Lounge had not been used since March as it would only hold a maximum of 6 people. She suggested that perhaps VCV should pay for those dates instead. It was agreed that payment should be made for those Lounge months rather than for the Sports Hall as was originally intended. KP suggested VCV should pay for Sports Hall for the months which did not include the lockdown period. KP to contact GWP Manager with this suggestion, having full committee agreement. KP advised BACS working well with KP and RF as signatories. BK and CJ to be added. BK/RF/CJ to email KP details of any transactions undertaken. The process of using BACS was discussed. KP anticipated there would be problems if membership fees were paid online. BK requested quarterly reports of activities on the account.</p> <p>Continued on Page 2</p>	<p>KP RF/ BK/CJ RF</p>

<p>EB had indicated she would not be continuing as Examiner for VCV's accounts after this year. Ken Moulds may be willing to take over and could be approached. KP confirmed an Examiner need not be an approved Accountant if only doing Payments & Receipts, as are VCV's accounts. Committee's attention was drawn to the amount in VCV's bank account and prompted discussion as to the way forward for membership renewal fees. KP to submit a document to identify various solutions and costs.</p>	<p>KP</p>
<p>6. VCV YouTube Channel: DC to submit a document on VCV's You/Tube Channel for January CM. A decision is required on whether to update the present VCV website or create a new one, to make it more appealing to members. DC also referred to VCV's Facebook page and that only 22 members are posted on it. BK to encourage members to visit the Facebook and website pages.</p>	<p>DC BK</p>
<p>7. Future GMs & Xmas 2020: November GM: BK to send out invitations for November Zoom GM. GD was requested to send speaker's details to BK. GD reported speakers lined up till August 2021 with speakers confirmed for January to May. Details of Jan and Feb speakers to appear in December Newsletter and thereafter GD to send TP advance details of future speakers for Newsletter. Xmas 2020: Committee agreed with SB compiling a Quiz with 5 rounds of 5 questions on various topics and range of difficulty. Pat & Brian Baxter have agreed to conduct a virtual singalong of seasonal songs, the words to be sent out to members with their invitations. Committee agreed the song titles to be used.</p>	<p>GD/TP SB</p>
<p>8. Succession Planning: Ongoing. Carried forward to December CM.</p>	
<p>9. 2019/20 AGM: In order to be able to facilitate the appointment of an Examiner for VCV's accounts and meet our legal obligations to the Charities Commission, we will need to hold our 2019/20 AGM, postponed from June 2019 due to COVID19, as soon as possible. A lengthy discussion ensued as to the choice of date, after which Committee agreed February 2021 as the date for the 2019/20 AGM. The 2020/21 AGM is proposed to be held as usual in June 2021. KP to contact EB to ascertain if she would agree to being our Examiner this year. The Herts Network AGM was referred to as a good example of a virtual AGM and it was pointed out most U3As in the Network had already carried out their AGMs by Zoom.</p>	<p>KP</p>
<p>10. Newsletter: TP joined the meeting. After a few amendments, the Newsletter was approved for circulation to membership. It was pointed out other U3As' Newsletters use only generic emails and no phone numbers to safeguard privacy. DC to send DD/NP/SB generic email addresses and no phone numbers. TP thought many members were not opening their online Newsletters. DC stated viewing online does not register on Beacon, only when downloaded. It was agreed E-News should continue for the present.</p>	<p>DC DD</p>
<p>11. Any Other Business: a) It was confirmed SB should again co-host the November GM. b) NP stated some committee members were still including BJB in their email circulation. BK stated BJB's name should be deleted from committee email list. c) GD enquired whether speakers could be included on VCV's Facebook page. It was pointed out this was a data protection issue, but speakers' details were in Newsletters and E-News. d) RF raised the issue of amendments to membership renewal forms. BK stated a decision on how and when to go ahead with renewals would be required first. RF to collect membership analysis forms from DVC in case there was a need to revamp the form. e) BK and CJ to contact Barclays to set up as signatories. See Addendum on Page 3</p>	<p>ALL RF/DVC BK/CJ</p>

<p>Addendum: Following the closure of the meeting the following were agreed by the committee via email: Co-option of Julia Scott: Unanimous Third Age Trust EGM: It was unanimously agreed to vote for the proposed change to the TAT Constitution. CJ to send in VCV's 2 votes accordingly.</p>	CJ
<p>Date of next meeting Thursday 10th December 2020 10.00 – 12.00 by Zoom</p>	