

V-CV U3A

Minutes of Committee Meeting

held by Zoom on Thursday 10th December 2020

Present: Brenda Kember (BK), Ron Fenn (RF), Ken Pragnell (KP), Cathy Jones (CJ),
Mary Gotts (MG), Doreen Van Cauter (DVC), Nick Photi (NP), Steve Bowler (SB),
Gill Davies (GD), David Collins (DC)

Apologies: Julia Smith (JS), Dick Downs (DD)

MINUTES	Action
<p>1. Co-option of Julia Smith onto Committee: Committee unanimously agreed to co-opt JS onto the committee.</p>	
<p>2. Acceptance and Approval of November 2020 minutes: The minutes were accepted and approved.</p>	
<p>3. Matters arising from November 2020 minutes: 3.2.2.7 Update on VCV's Website: Ongoing. 3.2.2.3a) Future Developments: GMs: Zoom meetings ongoing. 3.2.2.3c) Risk assessments/Insurance: Ongoing 3.5 Greenwood Park: BK thanked KP for dealing with this item. See also agenda item 5 – Finance. 3.11 A.O.B: Committee calendar now on Dropbox. BK explained the spreadsheets to committee. 6. VCV YouTube Channel: DC reported no change in uptake by members. 11(b) A.O.B: BK reminded committee to include new committee member JS in their circulation of information. DC has sent JS the link for Dropbox. 11(e) BK and CJ are now authorised signatories on VCV's Barclays account. Addendum: CJ has sent VCV's 2 votes to the Trust to approve the proposed changes to their Constitution. BK requested, and had agreed by committee, the future use of "Addendum" for items agreed a short time after CMs.</p>	<p>DC RF</p>
<p>4. Christmas GM Tea Party: 17th December: RF reported to date 92 acceptances, including 23 pairs. Committee approved last-minute requests by members to join the meeting; SB requested that members be reminded to have pen and paper to hand for the Quiz, to save time; BK to circulate the song sheets with the link; BBx will break up singing with readings; Agreed a signing-in time of 2.30 to 2.50 for a 3 pm start; RF to re-send link the day before.</p>	<p>BK RF</p>
<p>5. Finance Report: KP's monthly report was discussed. It was unanimously agreed £156 be paid to GWP for room hire July to Dec 2020. VCV will receive a further invoice for Jan, Feb & March 2021 if Sports Hall cannot be re-let. KP to make following 2021 bookings with GWP Manager: 9.30–12.00 Lounge for CMs; 8.30–11.00 Lounge, 8.30–12.30 Sports Hall for GMs. Store cupboard will be charged at £8 per month. KP reported surplus funds in General account to be carried over to supplement subscription fees. KP recommended continued use of cheques by members as tying bank transfers back to a member's record can be fraught with difficulties. This was agreed by the committee</p>	<p>KP</p>
<p>6. VCV Membership fee/TAM: Committee discussed KP's Options document on next year's subscription fee, after which BK proposed extending membership by 12 months with no fee. This was unanimously agreed by committee. Following the Membership Form Analysis started by DVC and continued by RF, it was agreed correct completion of the form should be made a priority. Redesign of the form would also be required. RF to lead a Working Party comprising RF, DD, GD and CH to redesign form and report back at Jan CM. Once wording agreed, DC to be included to discuss layout. (Continued on page 2)</p>	<p>RF/DD/ GD/CH/ DC</p>

<p>It was agreed members should be advised it was “highly recommended” they complete Next of Kin details on back of their card. In the past this had been overlooked and was essential for holidays, trips and group meetings. It was agreed, regardless of when members joined, new members should pay the full fee of £20, with 50% payable if joining 6 months after commencement of year. Any past members re-joining would also be charged £20.</p> <p>Payment for TAM was discussed. RF to contact TAM Trading to clarify how the proposal to organise TAM requirements on the basis of separate member subscriptions aligns with the current payment and delivery timetable for the magazine.</p>	<p>RF</p>
<p>7. 2019/2020 AGM: Due to COVID-19, the June 2020 AGM will now take place on 21st Feb 2021. BK/CJ/DVC to work together on paperwork to go out to members. It is important all members have the opportunity to vote online if they so wish. New motions from the Trust to cover virtual AGMs, the change of fees and membership term to be included. The Trust’s additions to their Constitution to be included in VCV’s Constitution. KP requested a PDF version of VCV’s Constitution to go on VCV’s website. It was agreed the quorum for the AGM be set at 50/60 members to meet obligations. This will require to be a motion as it changes the Constitution. It was proposed committee members should obtain proposers and seconders once to last 3 years, instead of each year. This will also require another change to the Constitution.</p>	<p>BK/CJ/ DVC</p> <p>DC</p>
<p>8. Update on Groups, Holidays, Events & Theatre trips: a) Holidays & Events: MG reported no changes, details as per Newsletter. b) Groups: DVC advised the intended Lunch Club Xmas lunch had to be cancelled due to COVID19 regulations. c) Theatre trips: RF reported some concern over “Pretty Woman” going ahead in March 2021.</p>	
<p>9. Succession Planning: Several committee members are due to stand down in 2021. MG and DVC will be standing down at February AGM but MG will maintain her link with committee through BK. As per the Constitution, after leaving the committee, any member may stand again after a year. 4 more members are due to stand down at 2020/2021 AGM and another 2 in 2021/2022. BK to ask CH to stand as a committee member with DD willing to shadow, as Membership Secretary should be a committee member. JS has agreed to shadow DVC. GD, assisted when necessary by CJ, has been requested to become Vice Chair, whilst continuing her role as Speaker Co-ordinator. Shadows needed for several committee members soon, so there is an urgent need for more volunteers to stand for election. RF to investigate the rules re Casual Members of the committee.</p>	<p>BK</p> <p>RF</p>
<p>10. Newsletter: TP joined the meeting and was congratulated yet again on an excellent Xmas issue. The Newsletter goes out in PDF format but only in Word format on website. Newsletter approved for circulation.</p>	<p>DC</p>
<p>11. Any Other Business: i) DC voiced concern over lack of members’ enthusiasm for VCV’s website, Facebook and YouTube. ii) CJ reported on attendance with RF at the recent Herts Network East of England presentation and the excellent talk and Q & A session by Ian McCannah. iii) BK reported that our Regional Trustee advised a significant number of U3As are not doing anything during COVID19. BK stressed it should be VCV’s top priority to maintain our present members.</p>	
<p style="text-align: center;">Date of next meeting Thursday 14th January 2021 commencing at 10 am by Zoom</p>	