

V-CV U3A

Minutes of Committee Meeting

held by Zoom on Thursday 14th January 2021

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), Dick Downs (DD) David Collins (DC)

Apologies: Julia Scott (JS)

MINUTES	Action
<p>1. Acceptance and approval of December 2020 minutes: With one date amendment, the minutes were accepted and approved.</p>	
<p>2. Matters arising from December 2020 minutes: 3.2.2.7 Update on VCV's website: BK thanked DC for his latest feedback on the website. Ongoing. 3.2.2.3c) Risk assessments/Insurance: Ongoing. 4. Christmas 2020 Tea Party: Although there had been a few problems with the sound on Zoom, members reported being appreciative of the event. A similar Summer 2021 event to be considered. 5. Finance Report: KP reported having made all 2021 bookings with GWP Manager. 6. VCV Membership fee/TAM: Ongoing. Membership fee to be a motion for members to vote on at AGM, even though there will be no fee charged for 2021/22. RF to circulate a draft revised membership renewal document to committee for next CM. Carried forward to February CM.</p>	<p>DC</p> <p>RF</p>
<p>3. AGM 2019/2020 18th February 2021: BK reminded committee of the usual procedure for holding physical AGMs in the past and outlined the changes required to hold the rescheduled June 2020 AGM on 18th February 2021 virtually by Zoom due to COVID19 restrictions. An AGM sub-committee comprising BK/DVC/CJ had met to discuss the additional clauses and amendments required to VCV's Constitution, together with the method to be used to enable members to attend and vote at the AGM. Committee unanimously agreed that voting take place on the day by Zoom. BK to send out motions to members with instructions on how voting will take place virtually and requesting any further motions or nominations for committee to be returned to CJ by 4th February for consideration at February's CM on 11th February. Motions for AGM are: <ol style="list-style-type: none"> 1. Approve the draft 2019 AGM minutes. 2. Approve the appointment of an Independent Examiner for the accounts. 3. Election of Committee (members will be asked to vote on block); 4. Changes to VCV Constitution and fees for 2021/22 VCV Constitution has advised that if a quorum of 20% of members is not present at start of AGM, it can still go ahead with those present after waiting 30 minutes. The Speaker for the GM will precede the AGM in case this situation occurs. Committee had unanimously agreed in May 2020 to hold all CMs, GMs and in September 2020 AGMs virtually by Zoom whilst COVID19 restrictions are in place. BK to investigate how polls could take place via Zoom on the day and set up a meeting with committee for a trial run.</p>	<p>BK</p> <p>CJ</p> <p>BK</p>

<p>4. East of England Forum: No committee members volunteered to attend this Forum on 3rd February.</p>	
<p>5. TAM Payment/Distribution: RF explained the problem with members' names not being ready to meet TAM's submission window for the first April issue of 2021/22. VCV's membership data is now out of date and a sub-committee comprising RF/KP/DD/CH has been set up to look at this and report back at February CM. The next edition to be sent to VCV members in February which is the final one for 2020/21. The 2021/22 issues will start in June. After membership renewal.</p>	<p>RF/KP/ DD/CH</p>
<p>6. Finance Report: KP reported there had been no unexpected expenditure over the last month and the latest COVID19 lockdown should mean not incurring some or all the GWP hall hire fees included in his previous forecast. However, extra printing costs may be incurred relating to providing members with any AGM documents by post.</p>	
<p>7. Update on Groups, Holidays, Events & Theatre trips: Groups: DVC reported a few Groups were using Zoom. DD requested details for E-News. Events & Holidays: MG stated current situation is as in Newsletter with nothing new to report. Theatre trips: RF stated nothing new to report. "Pretty Woman" still a cause for concern.</p>	<p>DVC</p>
<p>8. Succession Planning: New committee member JS cannot fully participate at present due to family responsibilities. CH has agreed to stand for co-option onto the committee in April 2021. Committee were reminded that in 2022 five members will need to stand down at the end of their terms of office. RF referred to VCV's Constitution which states Casual Members can be appointed if necessary.</p>	
<p>9. Newsletter: TP joined the meeting and was complimented on an interesting January Newsletter. BK advised TP/DD that the Herts Network bulletins could be used as a source of material for the Newsletter and E-News, as can TAT's newsletter. The Notice of AGM, Committee and Treasurer's Reports to go out with the January Newsletter by email, or post to non-email users. TP requested all contributions for future Newsletters to be in Word not PDF format. BK sort approval for an article raising awareness of the help and support available from AGEUK Herts. The committee agreed unanimously.</p>	<p>TP/DD</p>
<p>10. Any Other Business:</p> <p>i) BK advised running order for 18th February would be: Welcome, Speaker, then committee business.</p> <p>ii) Members' understanding of the acronym AOB was raised. It was suggested AOB should be expanded in the "Note" paragraph. Any AOB motions are to be advised in advance so that the committee can discuss them at February's CM. BK to incorporate wording into Notice.</p>	<p>BK</p>
<p>Date of next meeting Thursday 11th February 2021 commencing at 10 am by Zoom</p>	