

V-CV U3A

Minutes of Committee Meeting

Held by Zoom on 11th February 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), Chris Hughes (CH)

Apologies: Julia Scott (JS)

MINUTES	ACTION
<p>1. Acceptance and approval of January 2021 minutes: The minutes were accepted and approved.</p>	
<p>2. Matters arising from January 2021 minutes: 3.2.2.7 Update on VCV's website: Ongoing 3.2.2.3c) Risk Assessments/Insurance: Ongoing 4. East of England Forum 3/2/21: BK attended and reported an excellent speaker who promoted National u3a Day on 2nd June, although COVID19 restrictions may mean a virtual event. It would be used to welcome back existing members and encourage new members. There was an update on the new version of Beacon but no date for finalisation.</p>	<p>DC RF</p>
<p>3. Group Leaders' Meeting Feedback: BK reported a successful meeting and advised responses to the questionnaire sent out to GLs to ascertain how Groups were faring and how to move forward when COVID19 restrictions were lifted. BK conducted a poll, answered by attendees and used as a try out for the AGM. Breakout rooms were used to obtain further feedback from GLs and could possibly be used in the future for Groups to meet on Zoom. It was agreed members should be encouraged to keep in touch and TAT's support mechanisms to help Groups were outlined. It was noted a reluctance by some Groups to use Zoom due to fear of technology. 15 Groups were unsure if they would restart, although 70% were planning to do so. DD suggested those who had not responded to the questionnaire be contacted. DVC advised some Groups would no longer be functioning and would be deleted from Beacon viz. Knitting & Sewing, Engineering II, Bridge II & Fitsteps. RF suggested a Zoom Support team of non-committee members be set up. DC was nominated to take this forward and would email members to recruit volunteers.</p>	<p>DC</p>
<p>4. AGM 2019/20 – 18/2/21: BK to send out the link to all members after CM. Proposers and seconders for all motions have been received. BK reported on a recent problem in sending the Report & Accounts and Independent Examiner's documents to the Charities Commission (postal registration not now accepted). This has now been resolved. RF advised to date 120 members (including couples) had signed up to attend. BK to investigate if late registration at AGM will be included by Zoom on the list of attendees as CC insists on evidence of those registered, incl. Speaker. BK used screenshots at GLs meeting and this method could be used at AGM. BK outlined the roles committee members will play at AGM. DD & KP to co-host and monitor Chat for any questions for the Speaker from members; SB, GD & NP to co-host and let members into meeting; CJ to take minutes and RF to give Treasurer's Report. Running order to be: Welcome by BK, Speaker for 45 minutes; AGM 11.10 am at the latest.</p>	<p>BK ALL</p>
<p>5. Membership Renewals: CH attended as Membership Secretary. New form to be on 2 pages – 1 to return, 1 for members to keep. Membership fee to be nil for existing members for 2021/22, £20 for new members. Any new members joining after 6 months to pay £10. A membership fee will, however, be payable in 2022/23. Members to be encouraged to complete the Next of Kin details on separate card, to be carried at all VCV functions. Discussion took place on how the forms should be returned. It was agreed they should be sent out on 1st March by CH as email attachments via Beacon for all with email addresses, by post for remainder. Forms to be returned by email or post by 31st March.</p>	<p>CH</p>

<p>In mid-March email all members to check if forms received. Form to be published in E-News on 1st March and in Newsletter on 18th March with reminder to return by 31st March. Forms returned by post or email to be stored in Dropbox after being processed.</p> <p>A discussion ensued regarding non-renewals and an extension to re-registration. This included: a possible extension of 1 month to 30th April if deadline of 31st March not met; an early April reminder in E-News advising a renewal fee of £20 payable if deadline of 30th April not met and loss of free membership for 2021/22. During late March/early April committee members to chase up late replies. Renewal list closed on 30th April and subsequent applications treated as new membership.</p>	<p>ALL</p>
<p>6. TAM Payments/Distribution:</p> <p>Some members do not receive TAM. The February issue to be sent to existing mailing list as this is the final issue already paid for. In April committee members only to receive TAM. The June issue will be sent to every member, asking if they wish to continue receiving it and pointing out the additional cost would be reflected in future membership fees. If some members do not wish to receive it, VCV could move to a subscription approach. In the past TAT invoiced for the year based on the number receiving it on 1st April. In future TAT will invoice for one issue at a time. TAM will be handled by DD, leaving CH free to concentrate on membership renewals.</p>	<p>CH/DD</p>
<p>7. Finance Report:</p> <p>KP advised there would be more in VCV's account by 31st March than anticipated in December 2020 due to savings on Hall hire and Speaker costs. The net result, with a nil membership fee for 2021/22, would leave a healthy balance at the end of following year, not including money spent on TAM and allowing for catering costs.</p>	
<p>8. Update on Groups, Holidays, Events & Theatre trips:</p> <p>Groups: DVC referred to the recent GLs meeting (see item 3). Although there have been some health problems amongst GLs, other members have been willing to take over. DVC to meet with JC to discuss Groups when JC becomes available.</p> <p>Holidays & Events: MG to chase up July canal trip in March as deposit has been paid and MG needs to enquire if refunds possible if there is a postponement. As it is a Government ruling not to book holidays this year, MG looking to arrange a VCV holiday in September 2022.</p> <p>Theatre trips: RF reported "Pretty Woman" has been postponed again but no adverse news on the Mill at Sonning event.</p>	<p>DVC/JC</p> <p>MG</p>
<p>9. Succession Planning:</p> <p>Fran Smith has agreed to join the committee at the AGM on 18th February. However, 5 committee members are due to stand down in 2022 so more committee members are badly needed.</p>	
<p>10. Newsletter:</p> <p>TP joined the meeting. No amendments required and February Newsletter approved for printing. BK advised TP it was not necessary to wait for Network news before finalising Newsletters. Network news could be inserted in E-News as Newsletter timetable takes priority. TP reported some pagination problems using Word. BK requested TP & DD to draft a renewal advert to circulate to committee before insertion in front of March issue and in E-News, with a reminder to return it by 31st March. A copy of the membership form to be included in the 18th March Newsletter.</p>	<p>TP/DD</p>
<p>11. Any Other Business:</p> <p>i) MG has received a message from Air Ambulance re their Open Day Zoom presentation on Wednesday 10th March at 10.30 am to showcase their work behind the scenes. MG to send email to all members after AGM and event to be reported in E-News.</p> <p>ii) BK asked committee to agree on an AGM date for 2021/22. Agreed on 21st October 2021. BK also referred to MG & DVC standing down at forthcoming AGM and stated how much they will be missed and thanked them for their hard work and dedication whilst committee members. They will both remain active in Holidays and Groups.</p> <p>iii) CJ advised committee BK & CJ to attend the Cluster Group meeting on Monday 1st March and asked for a volunteer to accompany FB to the Network AGM on Friday 16th April. KP subsequently agreed to attend with FB.</p>	<p>BK/CJ</p> <p>KP/FB</p>
<p style="text-align: center;">Date of next meeting Thursday 11th March at 10 am by Zoom</p>	

