

V-CV U3A

Minutes of Committee Meeting

held by Zoom on 8th April 2021

Present: Brenda Kember (BK), Ron Fenn (RF), Ken Pragnell (KP), Cathy Jones, (CJ) Nick Photi (NP), Steve Bowler (SB), Gill Davies (GD) Dick Downs (DD), David Collins (DC) Julia Scott (JS), Fran Smith (FS), Chris Hughes (CH)

MINUTES	ACTION
<p>1.Co-option of Chris Hughes onto the committee: Committee unanimously agreed to co-opt CH onto the committee.</p>	
<p>2. Acceptance and approval of March 2021 minutes: The minutes were accepted and approved.</p>	
<p>3. Matters arising from March 2021 minutes: 2.5 Membership Renewals: CH reported 433 members signed up to date. Six members not yet renewed have been emailed/posted/telephoned without success. If they do not renew by end of April, they will be deleted from Beacon. 2.3 (EGM minutes) Update on post-AGM action: KP advised 2021 Accounts will shortly be available for audit by Eve Brown before sending to TAT and CC. BK also in process of completing Committee Report. 5. Internal Communications: CJ referred again to committee’s use of email threads not relating to original email, potentially making important documents difficult to find at a later date. Committee were requested to start new threads or amend the headings. 7. u3a Day June 2021: TAT have been made aware the date is in middle of school half term holiday, thereby making it difficult for some members to participate. BK advised VCV’s u3a Day will be the first GM at GWP.</p>	<p>CH KP/BK ALL</p>
<p>4. Dropbox Update: BK thanked RF and DC for their proposal for updating Dropbox. RF suggested it should be a phased operation. CH received an explanation on how Dropbox operated. DC explained how the files/folders have now been organised within Dropbox. Only RF/BK/DC have authority to amend files. KP requested clarity on difference between “Membership Application Forms” and “Membership Renewals” listed on the proposal and suggested “Finance Documents” be included in the archive content. Further discussion on this item deferred to a future CM.</p>	<p>RF/DC</p>
<p>5. Forthcoming TAT and Herts Network events: CJ advised TAT’s Trustee Induction Days were being run every month until December 2021 and new committee members were encouraged to register to attend. BK suggested all look at the Constitution rules on TAT website explaining the process involved when wording required amending. KP/FB are due to attend the Herts Network AGM on 16th April. KP was given committee guidance to vote in favour of all the motions on behalf of VCV. BK reported FB had pointed out to the organisers an anomaly in the Finance area regarding reduction of fees.</p>	<p>ALL</p>
<p>6. Planning for Future VCV Events: BK advised VCV would be meeting indoors as soon as permitted by Government regulations and was hopeful for the first GM at GWP in August and an October AGM. RF suggested a team to check out GWP before reopening. SB to check with GWP Manager beforehand. BK referred to her draft letter to members giving 14 suggested dates for groups of 30, with their own lunch and chair, meeting at GWP between 17th May and 21st June for a “Picnic in the Park” event. Committee agreed the letter to be emailed ASAP to members and posted with Newsletter to non-email users. SB’s generic email address to be used for replies.</p>	<p>SB/NP BK/SB/TP</p>

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<p>NP reminded committee Risk Assessment (RA) forms would be required from Groups, to be sent to RF, including an RA for the Picnic in the Park event. The subject of insurance cover was also discussed. GD raised the matter of vaccination cover for Speakers when GWP reopens. BK suggested using the Newsletter to remind Groups of RAs needed, with more details being sent to GLs and committee. Discussion on a Xmas event deferred to May CM.</p>	<p>RF TP</p>
<p>7. Finance Report: KP referred to his provisional Accounts for the year ending 31st March 2021. The General account to be audited by EB as soon as reconciled with bank statement; the Events account to be completed once KP obtains details of monies committed to future event and the Groups account still be compiled as GLs need to be contacted for figures from their individual Groups. Committee was requested to look at KP’s forecast for the coming year and advise any further expenditure to be included. BK to check TAT’s correct fees for inclusion in forecast. Purchase of a new laptop was discussed and this would need to be included in the Assets figure. BK stated we also need to know of any software required. GD to check what equipment Speakers will need to use for GMs. DC pointed out the projector is more important than the computer. DC to contact Roger Barry to ascertain what equipment he brings to GWP. KP to submit a revised forecast for 2021/22. As the June 2021 AGM was being deferred to October, any change in membership fee for 2022/23 will need to be raised at the AGM. BK thanked KP for also circulating the document “Guidance on Use of Categories in Beacon Accounts”.</p>	<p>KP BK GD DC KP</p>
<p>8. Update on Groups, Holidays, Events & Theatre trips: a) Groups: JS to meet with DVC w/c 12th April and DVC to be requested to email all GLs asking them to contact JS. JS to check with DVC the process currently used if a member of another u3a wishes to join one of VCV’s Groups. b) Holidays & Events: A full and frank discussion took place on the Holiday Admin Fund (HAF) which currently is £3 a head. A proposal to use £5 a head in future was unanimously agreed by committee. KP stated all income from HAF will be categorised separately and not subsidised out of the General account. KP to produce a regular analysis on the Fund. Committee were referred to MG’s document on HAF proposed expenses for recces in 2021/22. Discussion ensued on the benefits of recces and how best to reimburse MG for monies spent. The use of RAs for day trips and holidays was discussed. A majority decision by committee disagreed with the necessity of RAs being completed after each recce. RF reminded committee MG had been requested to submit cancellation clauses for the forthcoming canal trip. c) Theatre trips: RF advised a new date of 23rd March 2022 for the postponed “Pretty Woman” show. The new “Cinderella” production in January 2022 was quickly sold out to members.</p>	<p>JS/DVC KP MG</p>
<p>9. Newsletter: The April issue of Newsletter was discussed. Only 23 copies now required posting to non-email users. BK referred to the deaths recently of 2 members and discussion took place as to whether obituaries should be included in Newsletters. It was unanimously agreed by committee that while we are not meeting at GWP, they should be included and mentioned at Zoom GMs. However, once we reopen at GWP, they would only be announced at GMs.</p>	<p>TP/DD</p>
<p>10. Any Other Business: BK advised on the Network Forum’s Groups list for all the Network u3as, which raised again the matter of members from other u3as wishing to join VCV’s Groups.</p>	
<p>Date of next meeting Thursday 13th May at 10 am by Zoom</p>	