

V-CV U3A

Minutes of Committee Meeting

held by Zoom on 13th May 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. Acceptance and approval of April 2021 minutes: The minutes were accepted and approved.</p>	
<p>2. Matters arising from April 2021 minutes: 2.5 Membership Renewals: CH reported 436 members now renewed. Five members had not responded, despite chasing up, and have been deleted from active Beacon list. 2.3 (EGM minutes) Update on post-AGM action: KP advised 2021 Accounts now complete and ready for auditing by EB. BK still to complete Committee Report. 4. Dropbox Update: DC/RF reported the revised archive now up and running and will shortly be complete. BK to set up “Finance” file and place relevant documents into it. DC to put “Finance” file onto Dropbox. 5. Forthcoming TAT & Network events: Network Induction Days for new committee members are available on 18th May, 17th June, 14th July and 17th August, all starting at 10 am, with refresher days for existing committee members to follow at later dates. KP and FB attended the Network AGM and reported there had been discussion on the large volume of emails being circulated. 6. Planning for Future VCV Events: The Beaucrees has been disbanded but a similar band has been formed who will be approached for a Christmas Dance. More details to follow.</p>	<p>KP BK</p> <p>BK/DC</p> <p>ALL</p> <p>BK</p>
<p>3. TAM Subscriptions: RF advised the June issue of TAM will be sent to every solo VCV member and one copy to each couple (current order is 300/310 copies). RF/DC to draft document for approval to send to members in July asking their opinions of the free June issue. Because the submission window is very short, they will be asked to decide very quickly if they wish to continue receiving it. KP has assumed 400 copies for June and 200 thereafter and has shown these costs in the forecast presented under item 9 below. BK/RF to check if Constitution gives guidance on subscriptions or increased membership fee for members receiving TAM.</p>	<p>RF/DC</p> <p>RF/BK</p>
<p>4. Risk Assessments: BK referred to her “Coach Travel” and “Outdoor/Indoor Meetings or Events” draft documents. BK to circulate Picnic in the Park RA and place in Dropbox if approved by committee. KP stated that whilst the Outdoor/Indoor Meetings RA was suitable for GWP, he suggested a much shorter RA was required for home meetings. BK to draft a shorter version. GLs to keep a copy permanently.</p>	<p>BK</p>
<p>5. GWP Storage & GM Equipment: RF stated more storage was required at GWP and has discussed with GWP Manager whether an extra cupboard could be constructed. RF was given committee approval to obtain a quote for this work. DC referred to the proposed purchase of a new laptop for the Chair and GMs usage. He pointed out it would not function well if locked away and used infrequently. DC suggested possibility of updating software on existing laptop to see if this would be suitable and report back. RF mentioned microphones are not on VCV’s Asset Register. RF to contact Roger Barry to ascertain ownership of equipment. NP/SB to check all equipment in cupboard at GWP and dispose of superfluous items.</p>	<p>RF</p> <p>DC</p> <p>NP/SB</p>

<p>6. Group Sharing: BK stated the Network website is now out of date. There is concern its new Herts Forum discusses Shared Groups as a topic and every u3a Group is listed on its website, with a link to VCV's Groups list. Committee members were asked whether VCV should allow its Groups to be listed on the Network database as VCV does not wish to encourage other u3a's to join its Groups. Committee agreed only the Group Co-ordinator should be allowed to admit new members. KP suggested Groups should be password protected and password known only to Group Co-ordinator. Visitors to be permitted to attend one meeting only and then have to become a VCV member. CH pointed out GLs should be checking people who attend meetings as in the past there have been attendees who were not VCV members. BK to put policy document in Dropbox.</p>	<p>BK</p>
<p>7. Picnic in the Park Events: SB's list of members attending was discussed and amended. BK to circulate up to date spreadsheet with all members' names who have indicated they are attending.</p>	<p>BK</p>
<p>8. Update on Groups, Holidays, Events & Theatre trips: a) Groups: NP enquired if all Groups restarting had sent RAs to RF. A reminder was required. Lyn Pragnell is to take over as GL of Book Club. b) Theatre trips: RF had nothing new to report. c) Events & Holidays: BK had discussed day trips with MG. The Canal trip on 12th July was sold out in 40 minutes. Tuscany holiday in September 2022 to go ahead. Details of the proposed Warner's 4-night and Thursford 2-night holiday/events still to be finalised. Discussion took place relating to single room supplements for the Warner's booking. RF stressed the need for more day trips and it was suggested BK/RF/CJ/JS put forward ideas for future day trips. MG's visit to the Travel Show, with overnight stay, has been put on standby over concerns at attending large events during and after COVID 19.</p>	<p>RF MG BK/RF/ CJ/JS</p>
<p>9. Finance Report: KP advised there would need to be slight amendments made to the forecast under TAM subscriptions, new members' subscriptions and possibly Newsletter postage. The Holiday Admin Fund forecast would change if Warner's event and the Travel Show do not go ahead. KP to meet with EB for audit of VCV's General Accounts. The Group Accounts not yet completed.</p>	<p>KP/EB</p>
<p>9. Newsletter: TP joined the meeting. Groups trips to be included in the Diary Dates section to prevent clashes. There was a suggestion that seasonal recipes be included in future Newsletters. JS and FS requested to provide "Getting To Know You" articles for forthcoming issues and other committee members who had not previously been featured in "Getting To Know You" were encouraged to submit articles. DD stated being happy to continue E-News beyond October 2021.</p>	<p>TP/DD JS/FS DD</p>
<p>10. Any Other Business: BK advised training was available from Barclays Bank for members reluctant to use a computer. However, the Herts Network email with appropriate links arrived too late to be circulated to members.</p>	
<p style="text-align: center;">Date of next meeting Thursday 10th June at 10 am by Zoom</p>	