

V-CV U3A

Minutes of Committee Meeting

held by Zoom on 8th July 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 June 2021 minutes: The minutes were accepted and approved.</p>	
<p>2. Matters arising from June 2021 minutes: 2.6 Planning for the future: KP stated £50 deposit was payable to the band for the Christmas Dance on 20th November. Should the event need to be postponed, they will carry forward to another date. 5. GWP Storage & GM Equipment: Carried forward to August CM. 6. Group sharing: BK has placed the policy document in Dropbox. 4. 2020/21 AGM (see also agenda item 6): KP reported Treasurer's Report is awaiting audit by EB. Table Tennis figure will be excluded due to "exceptional circumstances". 10. A.O.B. a) DC stated only 1 member without email had a smartphone. Ongoing. b) Ongoing c) Carried forward to August CM. d) Fewer members signed up to GM in June so July GM will revert to previous registration method.</p>	<p>BK/KP RF KP BK/DC GD/NP/SB RF/BK</p>
<p>3. TAM Subscriptions: DD stated 225 members (incl couples) had responded positively to the survey, two-thirds of membership. KP advised this number would amount to a similar cost to previous years. It was agreed a cut-off date of 23rd July for replies as TAM submission date is 14th August, and this to be published in the Newsletter. It was also agreed to defer the decision until January 2022 as to whether TAM should be inclusive to members or by subscription.</p>	<p>RF/DD</p>
<p>4. Risk Assessments: JS stated 30 RAs received to date from Groups and these have been transferred into Dropbox. JS to send Groups who had not responded a final reminder after 19th July when all restrictions are due to be lifted. RF to check and ensure all RAs are filed correctly in Dropbox. JS reported the recent GLs meeting on RAs was well attended and GLs voiced their appreciation for help given by JS.</p>	<p>RF/JS</p>
<p>5. VCV Laptop: BK reported laptop now purchased and all documents on payment, spec and contract filed in Dropbox. DC to keep backup copies of info BK has set up. Currently Microsoft software can only be saved to Cloud and VCV may need to subscribe in order to save to hard drive. BK stated several issues had arisen regarding tech and finance. All generic emails are presently linked to personal emails via Easily. DC to meet with BK to remedy this. Registration of the Domain name still payable. At the moment there is no credit card on VCV account and BK's personal credit card is being used. It was agreed a Standing Order should be set up to pay Microsoft monthly. KP confirmed Standing Orders comply with the Constitution as same amount would be payable each month, as opposed to varying amounts on Direct Debits. BK/KP to sort out over new few months. There are up to 10 free licences. KP suggested new laptop is tested at GWP before restarting GMs. To be carried forward.</p>	<p>BK/DC BK/KP</p>

<p>6. AGM October 2021: The Treasurer and Committee Reports were unanimously approved by Committee and can be sent to Charities Commission when we have EB's approval. An issue with the date of the 16th June for the 2021/22 AGM was raised as it clashes with a Netherlands Cruise (see item 10c).</p>	
<p>7. Future Planning: An RA has been received for GWP from its Manager. RF/DD/DC/GD/SB/NP agreed to form a sub-committee to look at reactivating CMs at GWP and to report back at August CM. KP to sort out payment for room hire with GWP Manager. It was proposed that VCV hold its first CM at GWP in August, with the first GM in September.</p>	<p>RF/DD/ DC/GD/ SB/NP KP</p>
<p>8. Network/East of England events: BK thanked those who had attended these events. RF/DD attended the "Resuming Activities Safely" presentation and reported VCV are well ahead on this. Many other u3a's were voicing uncertainty over getting back together again. KP advised the Finance presentation had been recorded and he will ensure it is forwarded to BK. KP attended the Cybercrime presentation but was not impressed. It included a website address for the latest scams. CJ advised committee of a Network Forum presentation on 26th July for discussion of any issues members wished to raise.</p>	<p>KP</p>
<p>9. Finance Report: Committee approved KP's monthly report. The high cost of printing and posting the monthly Newsletter to non-email members was discussed. The Newsletter and E-News reach 95% of members by email; pre-pandemic the Newsletter reached approx. 50%. It was suggested those not on email be sent a monochrome copy and printing done internally to save costs. DC stated a laser printer would be much cheaper for printing but it was deemed impractical. CH advised it costs £14.30 per month to send 22 Newsletters (i.e. £7.80 per non-email member) plus cost of printing paper. DD agreed to prepare a geographic list of those members not on email. Committee unanimously agreed to continue sending Newsletters to entire membership by email. KP suggested non-email users could be asked to pay for their Newsletters. To be carried forward to August CM.</p>	<p>DD</p>
<p>10. Update on Groups, Holidays, Events & Theatre trips: a) Groups: JS reported Angela Wright is now leader of a Walking Group. TP/DD were requested to promote CAMEO and Crochet Groups in Newsletter/E-News. JS to send monthly Groups Report to TP. b) Theatre trips: RF reported seats on coach for "Carousel" to be in 'bubbles'. The Mill at Sonning has been given a clean bill of health for COVID safety by the local licencing authority so we are optimistic for this September event. c) Holidays: Reference was made to MG's circulated schedule of future holidays and the clash of June 2022 Netherlands Cruise with the June 2022 AGM. After lengthy discussion, BK requested individual committee members' responses to resolving this issue. There was a majority decision to allow MG's holiday to be given preference over the AGM for the June 2022 time slot and it was agreed to move the 2022 AGM to July. KP to contact TAT for guidance on date for submission of Annual Accounts. VCV has also to comply with submission date to the Charities Commission. BK stated February 2019 VCV Events Policy document had been filed in Archives in Dropbox and needed to be returned to the active file. KP to draft an update to the document to include funding needing approval by committee.</p>	<p>TP/DD JS</p> <p>KP</p> <p>DC KP</p>
<p>11. Newsletter: TP joined the meeting. A few amendments were made. TP/DD to advise members the next GM at GWP will be in September.</p>	<p>TP/DD</p>
<p>12. Any Other Business: GD advised a problem with July GM speaker not being contactable. Another speaker has been sourced who can attend at short notice if necessary. To appear in Newsletter as a "mystery speaker". GD to provide SB with introductory notes asap.</p>	<p>GD</p>
<p style="text-align: center;">Date of next meeting Thursday 12th August at 10 am by Zoom</p>	

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