

V-CV U3A

**Minutes of Committee Meeting**

**held on 9<sup>th</sup> September 2021**

**Present:** Ron Fenn (RF), Ken Pragnell (KP), Cathy Jones, (CJ), Gill Davies (GD) Dick Downs (DD), David Collins (DC), Julia Scott (JS), Chris Hughes (CH)

**PLEASE NOTE: 2 EXTRA ITEMS, Nos. 11 & 12, HAVE BEEN ADDED TO THE AGENDA**

MINUTES	ACTION
<p><b>1.Apologies:</b> Brenda Kember (BK), Nick Photi (NP), Steve Bowler (SB), Fran Smith (FS)</p>	
<p><b>2. Acceptance and approval of August 2021 minutes:</b> The minutes were accepted and approved.</p>	
<p><b>3. Matters arising from August 2021 minutes:</b>  <b>3.2.3 TAM subscriptions:</b> DD reported next window for submissions is 27<sup>th</sup> September. CH's name has been removed as member in charge of subscriptions and DD and RF added.  <b>2.5 Diary Dates:</b> KP has registered for East of England Trustee Induction zoom presentation on 5<sup>th</sup> October. The VCV presentation planned for same day has been cancelled.</p>	<p><b>DD/RF</b></p>
<p><b>4.AGM October 2021:</b> BK/DD to email Notice of AGM, Treasurer's Accounts and Committee Report to all members on 14<sup>th</sup> September. This is well before deadline of 28 days before AGM so members receive them prior to GM on 16<sup>th</sup> September and to allow maximum time for members to consider standing for committee. Notice of AGM to be posted with Newsletter to members not on email to cut down on costs. No refreshments to be provided at AGM; members to bring their own. Tables to be available in Hall for sale of tickets for Christmas Dance on 20<sup>th</sup> November plus tables for Events and membership cards. Proposed running order, hopefully to be announced by Speaker:  10.00 am Start of AGM proceedings;  10.30–11.00 approx. – Sales and membership cards;  11.00 -12.00 Speaker, during which an Extraordinary Committee meeting will be held in Lounge to allocate roles for new committee. Arrangements to be finalised at the October CM on the basis of experience gained at the December GM.</p>	<p><b>BK/DD</b></p>
<p><b>5. December 2021 Xmas Party – Thursday 9<sup>th</sup> December:</b> Suggestions received included: Prosecco &amp; mince pies, a Quiz, Singing for Fun, Ukulele Group. Event to be advertised in Newsletter and E-News. This agenda item c/f to October CM.</p>	<p><b>ALL TP/DD</b></p>
<p><b>6. Formal acceptance of date changes for VCV December meetings:</b> Committee agreed that December CM be moved back one week to 2<sup>nd</sup> December and the GM to 9<sup>th</sup> December as the usual dates clashed with the Thursford trip booked for 14<sup>th</sup>–16<sup>th</sup> December. CJ to seek bookings for the December meetings with GWP Manager.</p>	<p><b>CJ</b></p>

<p><b>7. Finance Report:</b>          KP's monthly Finance report and his Policy document were discussed. BK/CJ to be removed as Barclays Bank signatories and DD/JS added. DD/JS will then be able to request online access for authorising BACS payments. KP advised VCV Constitution allows cash to be drawn on the VCV debit card. Committee agreed the acceptance form for payment of drivers' tips on coach trips. The VCV Asset Register has been updated to reflect previous omissions and the new laptop.</p>	<p><b>DD/JS</b></p>
<p><b>8. Update on Groups:</b>          JS stated an update to the 2020 Groups Directory was necessary as many changes had occurred during COVID19. Existing Directory to be circulated to GLs for amendments before issue of new Directory. The need to increase number of Groups was discussed. RF suggested to JS that the Groups table would benefit from a new presentation and hoped this could be ready for the October AGM. How potential new members enlist was also discussed. A future Groups event was suggested.</p>	<p><b>JS</b></p>
<p><b>9. Update on Holidays and Events:</b>          MG's email on forthcoming holidays was discussed. RF stated a COVID Pass letter would be necessary for some events in the future and he will be urging all members to apply for one without delay as this is becoming an increasing requirement and the NHS may face delays in issuing the letter.</p>	<p><b>RF</b></p>
<p><b>10. Update on Theatre trips:</b>          RF reported the recent trip to "Carousel" was a great success and it was hoped the Mill at Sonning trip on 11<sup>th</sup> September will also go smoothly. Members going to "Cinderella" on 19<sup>th</sup> January will need to show a COVID Pass letter (see agenda item 9). The September Newsletter to advise how to apply for one.</p>	<p><b>RF</b></p>
<p><b>11. General Meeting on 16<sup>th</sup> September:</b>          RF has checked with NP/SB that all is prepared for first GM back at GWP. No speaker, no raffle, BYO refreshments and a Quiz. With spacing, 104 members plus committee can be accommodated. All members to be signed in and out at the door by "greeters".</p>	<p><b>ALL</b></p>
<p><b>12. VCV Dance – 20<sup>th</sup> November 2021:</b>          In view of proximity of this event, publicity is urgently needed. To be advertised in Newsletter and E-News. Cost to be £15 p. head for minimum of 100. Events approval form to be completed by NP/SB/GD sub-committee and submitted to KP. Ticket design to be submitted to the October CM.</p>	<p><b>TP/DD          NP/SB/GD          KP</b></p>
<p><b>13. Newsletter incl. mailing to non-email users:</b>          In NP/TP's absence the September Newsletter will go to printers late. Christmas Dance on 20<sup>th</sup> November to be advertised. RF outlined his proposal for Newsletter distribution to the 5% (24) members not on email. Use of cheaper paper, printing in monochrome (from October) and changing printers to Kraft Stationery would all cut costs. RF to draft letter to the 24 members asking if they wish to continue receiving Newsletters and offering alternatives to posting. DD had previously prepared a location list of these members. RF to contact GPS printers to advise the September issue will be the final time VCV will be using GPS, and to thank them for their past service. CH to arrange for the September Newsletter to include the RF letter in the postings. The feasibility of purchasing a printer for in-house printing was discussed. DC to investigate and report back to committee.</p>	<p><b>RF           DC</b></p>
<p><b>14. Any Other Business:</b>          i) KP requested DD and JS to complete the bank mandate forms.          ii) CH asked for confirmation that £20 p.a. membership fee drops to £10 after 6 months.          iii) GD stated Christmas Dance tickets will be on sale at October GM.          iv) JS circulated existing Groups Directory to committee for amendments.</p>	
<p style="text-align: center;"><b>Date of next meeting:          Thursday 14th October 2021          10.00 – 12.00 in the Lounge at GWP</b></p>	

DRAFT