

Network Zoom meeting 3rd September 2020

1. APOLOGIES

Chris Winner – Wales Trustee

Susan Sear – Neath

2. ATTENDEES

Derek Shottin	Chepstow	(hosting)
Sue Shannon-Jones	Swansea	(Acting Chair Person)
Michael Young	Cardiff	(Treasurer)
Denise Jones	Bridgend	(Secretary)
Beryl Keating	Garth Olwg	
Mary Allen	Cardiff	
Valerie Stowell	Abergavenny	
Sharon Corbett	Pontyclun	
Martin Sanders	Sully	
Mike Faraday	Usk	
Tony Baines	Cardiff	
Tricia Dodd	Monmouth	
Hugh Hutton	Chepstow	
Wendy Gruffyd	Sully	
Kate Thomas	Crickhowell	
Rhiannon Williams	Gilwern	
Janice Andrews	Ebbw Vale	
Derek Pope	Abergavenny	
Peter Lloyd	Swansea	
Dave Davies	Torfaen	

The meeting started at 10.07am after directions on putting names to faces.

3. MINUTES OF THE LAST MEETING

The Minutes of the last meeting were approved with the circulated amendments.

4. CHAIRMAN'S REPORT

Sue Shannon-Jones said that there was nothing really to discuss apart from the purpose of the zoom meetings to further the network members.

5. SECRETARY'S REPORT

Denise Jones stated that there was not much to report either except for the fact that Hilary Jones had emailed to inform the network that the Network Link Meeting was being held on the 13th October 2020 via zoom at 10am for 2 hours. Apparently we could have 2 representatives from our network. Denise said that she had been the representative for the last few meetings and was happy to attend again but did anyone else want to attend. Sue Shannon-Jones said that she would be interested in attending. Denise asked if anyone had any items for the agenda which could be discussed at that meeting and it was felt that we should ask them to provide online workshops or U tube sessions that could be discussed afterwards which could be utilised by our network for our groups. Other topics upon which guidance was needed was local AGMs via zoom and how groups should or could try to use internet banking. Denise said that she would put these forward.

6. TREASURER'S REPORT

Michael Young said that there was nothing to report in relation to the bank account until we had a de facto Chairman and Vice Chair to provide fresh ID to the bank. Denise reported that she had received 4 emails from Metro bank, which she thought were spam. Derek Shottin asked why the bank account for the network was necessary. Denise said that we had agreed in previous meetings that the network would have its own bank account and we would not have the issues we had previously and reminded the meeting that when the old network had folded, network funds were left in Chepstow, they later got passed to Abergavenny who paid some to the Eisteddfod and we eventually got the balance of the network funds back and they are now waiting in Cardiff's account awaiting the network bank account. Sue Shannon-Jones said that there was no big rush and Dave Davies said that as we were not spending money there was no rush. Michael Young said that cash was quite unusable at the moment and internet/electronic banking was a thing of the future. Tricia Dodds asked if we could have clarification on electronic banking to discuss at our next meeting. David Davies said there needed to be National Office guidelines on electronic banking. Kate Thomas said that her group were also looking for advice on online banking. Sue Shannon-Jones asked for each group to contribute information as to how they are providing electronic banking.

7. UPDATE on current guidelines etc

Val Stowell asked if Chris Winner had put our queries from the last meeting forward. Sue Shannon-Jones confirmed that she had but that no constructive response had been received except to say that it was put forward and the web guidelines updated. She said that there were several risk assessments online, as to the venues, the current situations relating to groups and for participant risk assessments. Convenors should complete them and submit to their committees. There were also risk assessments on outdoor activities but basically the insurance covered us provided we follow local guidelines. Val Stowell asked if we should have been doing risk assessments before .

Tony Baines said that Cardiff had been looking into risk assessments and were looking for guidance in relation to indoor activities. They had looked through the National website and found only one risk assessment that was applicable to the Covid situation and that was one dealing with outdoor activities and even that had probably been superseded. Sue Shannon-Jones said that the last update from the Welsh government did not deal with the position and she agreed with Tony that we need advice from all quarters .

David Davies asked about the position we talked about in the last meeting, in that we had to take the strictest approach and Denise Jones reiterated that this was in connection mostly with the groups that were on the border and had groups running in England and Wales and that Chris Winner said in that case that that group had to take the strictest approach.

Derek Shottin confirmed that the only valid risk assessment for covid is for outdoors . Tricia Dodds said although their outdoor groups had re-started, some of their other indoor groups were beginning to re-start , but meeting outside instead. Sharon Corbett said that they used 2 local venues, who are doing their own risk assessment and there was a possibility of using them by the end of September, so then they will, as a group, need to do their own risk assessment and a personal one for each user.

David Davies said that he runs a walking group and the problem he is having is how to get to the start of the walk, as they used to share transport and he asked how are others dealing with this. Sue Shannon-Jones said that there should be no car sharing, unless the parties were in their own "bubble". Sharon Corbett said that they should perhaps try local waks where no car sharing was necessary.

Kate Thomas said that she was a member of 3 walking groups, which had all re-started with everyone taking their own transport unless they were in a family group/bubble. They had done risk assessments which had been submitted and approved. They had also been holding their monthly meetings via zoom and had about 40ish members attending. Their hall is hoping to open in early October so they are planning a hybrid meeting limited to 30 members socially distancing, after they had booked a seat and all other members could attend on zoom. Their smaller groups are struggling for appropriate venues. As to their AGM, they may have to delay, need a quorum of members , dependent upon their particular constitution.

Beryl Keating said that her group, Garth Olwg, used the Lifelong Learning Centre which opens this month for classes. It has a big hall. They were having a Trustees meeting with Welsh guidelines being considered. They were considering "mercy talks" which are available, some you pay for and some you don't.

Mary Allen went back to the walking topic to say she was the leader of one in Cardiff and was worried about the insurance position. We must obey the insurance rules.

Derek Shottin had a couple of things to add: (a) about groups in a venue, both the “group” AND the venue need a separate risk assessment and (b) we need to check with Welsh government guide – no permission as yet to meet indoors. This was confirmed by Hugh Hutton.

Sue Shannon-Jones said that in Swansea, venues are asking for U3A risk assessments and insurance details and cross checking.

Tony Baines said that Cardiff committee were conscious of the convenors in anticipation of meeting indoors without clear guides; a venue risk assessment, a group risk assessment, a personal risk assessment and contact tracing admin and would appreciate an integrated risk assessment for venues and u3a alike to avoid confusion.

Hugh Hatten referred to a university document in Wales, saying Regulation 14 has “reasonable excuses” for indoor gathering. It was suggested we should ask National Office to publish their risk assessment for indoor guidance which would be much more useful to convenors than the published risk assessment for outdoor groups. Needed for a risk assessment for convenors.

Wendy Gruffyd said that as a newcomer, she would like to know what is the correct relationship between the committee and the group about meeting indoors. Should the committee be in a position to say No. Sue Shannon-Jones said yes and should say no to any indoor meetings yet as not covered by insurance so cannot meet AS u3A. Derek Shottin said that from an insurance stand, they cannot use U3A equipment either.

Denise Jones said that in her group, the table tennis players were hoping to restart, perhaps playing singles with only two tables in a large room, with booked time slots and contact tracing. Hugh Hatten said that there was general guidance on this on the national website which appears to take advice from the National governing body, the “Table Tennis Association of Wales which says that any groups have to comply with the leisure centre/venue requirements. Sue Shannon-Jones said that there were fewer people complying with governing bodies and there is a huge task for the convenors. A couple of venues have opened in Swansea, for example, they are allowed 30 in church hall but they can’t sing!

Tony Baines said that they need a core document for convenors, briefings for convenors by zoom by the executive committee. He said we should check with Chris Winner.

Derek Pole said that complying with Welsh government was not clear.

Sue Shannon-Jones said that TAT, were taking advice from the Ramblers i.e. don’t car share, but if a person decided to take passengers, they were not covered by the u3a. David Davies said that pre Covid19 insurance people acted on their own risk including the leader, independent cover only. Physical accident cover, not everything covered. Derek Shottin confirmed that it was negligence insurance only.

Rhiann Williams said that she would like to bring her group co-ordinator to the next zoom meeting.

KateThomas said that she was her group's co-ordinator so would not need anyone else and Denise Jones said she too was her group's co-ordinator too so no-one else necessary. JaniceAndrews said she was in the same position.

Derek Shottin said the number 1 topic for our next meeting should be on restarting groups. We should also agenda AGM admin for next meeting and give advice on internet banking.

Tony Baines said that those groups holding an AGM in Covid world, would they please "share" how they did it.

Sue Shannon-Jones said that an AGM can be held up to 15 months after the last one, hers is being held on the 30th September via zoom and she will update us afterward. More people than come normally physically have signed up to come via zoom.

Tricia Dodd said their AGM had been delayed, those interested were struggling with zoom.

Kate Thomas said they have got a hybrid plan, they don't think they will be quorate via zoom and need 100 and probably only 40 attending zoom .

Denise Jones asked what was a quorum and the response ws 10% of membership or 50 dependent upon your particular constitution.

Janice Andrews said her AGM is due on the 3rd October, via email as no-one but her wanted to use zoom, none of her members taken up the internet mantle.

Sue Shannon-Jones said they have a similar Yes/No button that their members can press on their website to say they are attending or not.

Martin Sanders said that they had done a virtual AGM, sent electronic information and got responses to make sure that they had a quorum.

Beryl Keating said that her secretary had died, not from covid, held a virtual AGM and agreed to ratify it at a later date.

Denise Jones said that her group had held a virtual AGM, her group's secretary had also died, but from covid, and all the committee were given a list of people to ring and a survey taken, all members on email were circulated and those not were written to. The zoom AGM was "just" quorate.

8. EMAIL CONTACT LIST UPDATE

Denise said she had received an email from Michael Young as to how to make a dedicated email address, a simple guide. Denise had sent it to Derek Shottin earlier this morning and hoped Derek could "share" it and he did. Denise said that she would circulate this with the minutes. Derek Pope asked how did it work for more than one person using the same address and Michael Young said they could either share the password or use a forwarding tool to their personal email address.

Denise Jones asked if this meeting was being recorded, and Derek said not, we had forgotten to ask everyone at the start of the meeting and would put it on the agenda next time to remind us. Denise

asked that everyone should read the Minutes very carefully then because she would not have the recording available to help her this time.

9. RESEARCH REQUESTS

Sue Shannon-Jones talked about the ethics working party and said that they get lots of universities asking for them to post out to all the U3A groups and that we must use guidelines. Each network area has a regional ambassador who has a checklist for the accepted criteria. If outside of this checklist, it goes to the ethics committee. Recently, they had received a request, turned it down because they felt there was not enough support for people if they became worried or distressed, after that the researcher circulated the request to individual u3as. So, if you get a request, refer it to Sue and she will be able to say yes or no to be able to proceed. Sometimes people go along with the research, not having a clue how it is used, there is no learning element for participants nor are they given any support.

Tricia Dodd felt there should be more at the ethics committee on the website.

Sue Shannon-Jones said that some were about memory testing, being able to participate, These are no good. They don't meet the criteria, there is no support.

Denise Jones said the website was difficult to navigate and Sue Shannon-jones said that they were trying to make it easier.

Tony Baines asked about the rebranding and participating in the proposals by a contribution to an online survey.

David Davies said the role of the officers should be online but it is in the blue book that every committee should have. Denise Jones said she would like a list of hierarchy. David Davies said new officers group in his U3A have a list and he will forward a copy.

10. ANY OTHER BUSINESS

There was no other business.

11. DATE OF NEXT MEETING

KateThomas asked to have another day but Thursday. There was a short discussion over the date and time of the next meeting when it was agreed that it would be held by zoom on Wednesday 7th October at 2.30pm.

The meeting ended at 11.48am