

## Network Zoom meeting -4<sup>th</sup> November 2020

### 1. AGREEMENT FOR RECORDING OF THE MEETING

All those attending before the start of the meeting agreed for the meeting to be recorded.

### 2. ALL THOSE IN ATTENDANCE/APOLOGIES

Acting Chair	Sue Shannon-Jones	Present
Secretary	Denise Jones	Present
Treasurer	Michael Young	Present
Wales	Chris Winner	Absent
Abergavenny	Valerie Stowell	Present
Abergavenny 2 <sup>nd</sup> contact	Derek Pope	Apology
Barry & District	John Waud	Absent
Blackwood	Roger Evans	Absent
Bridgend	Denise Jones	Present as above
Caerphilly	Pat Williams	Absent
Caldicot & District	Linda Stewart	Absent
Cardiff	Tony Baines	Present
Cardiff 2 <sup>nd</sup> contact	Mary Allen	Present
Chepstow	Derek Shottin	Present & Host
Chepstow 2 <sup>nd</sup> contact	Hugh Hutton	Present
Chepstow 3 <sup>rd</sup> contact	Nicky Lee	Present
Cowbridge	Valerie Monaghan	Absent
Crickhowell & District	Kate Thomas	Apology
Cynon Valley	Lloyd Evans	Absent
Ebbw Vale	Janice Andrews	Absent
Garth Olwg	Beryl Keating	Present
Gilwern	Rhiannon Williams	Present
Maesteg	Jane Jenkins	Present
Monmouth	Mary Ross	Present
Neath	Susan Sear	Present
Newbridge	Jean M Lewis	Absent
Newport	Rob Wilkinson	Present
Pontyclun	Sharon Corbett	Present
Porthcawl	Sally Corbett	Present
Risca	Iris Davies	Absent
Sully	Wendy Gruffydd	Present
Sully 2 <sup>nd</sup> contact	Martin Sanders	Present
Swansea	Peter Lloyd	Present
Tonyrefail	Cynthia Evans	Absent
Torfaen	Dave Davies	Present
Tredegar	S Lloyd	Absent
Usk	Mike Faraday	Present

3. APOLOGIES see above. The list will be presented like this in the future.

#### 4. MINUTES OF LAST MEETING

Denise confirmed that she had added Brian Harris another attendee from the last meeting that had been missed from the list. The Minutes were then approved as amended in red.

#### 5. CHAIRMAN'S REPORT

Sue Shannon-Jones said that she had hardly anything to report and wondered how the border groups were faring with having Welsh 2 week lockdown for the last 2 weeks and expecting a month lockdown on the English side. Derek Shottin said that they will be carrying on as normal and adopting the Welsh rules. Dave Davies said the rules will be changing shortly and we need to keep on top of current situation.

#### 6. SECRETARY'S REPORT

Denise Jones said that she had circulated all that she had received since our last meeting and perhaps everyone would do as normal and circulate to their respective groups.

#### 7. TREASURER'S REPORT

Michael Young said that there was nothing specific to report.

#### 8. UPDATE ON CURRENT GUIDELINES ETC.

Sue Shannon-Jones said that she felt that people in Wales were very wary. So many guidelines and risk assessments to complete. Peter Lloyd said that as groups were beginning to meet, they needed to know exactly what procedure they needed to follow. Was it for a committee meeting to sign off or just the Chairman (whatever). It could get out of control. Should convenors only make decisions? Tony Baines said that Cardiff were holding no further meetings before Xmas and consulting through a survey what members want to do to change their position from the 12<sup>th</sup> onwards. Derek Shottin reminded everyone that the committee members are Trustees and as such have an obligation to look after the members. They are responsible for the decisions of the group. So it was felt that any members/convenors wishing to restart any groups, that they had to put the risk assessments before their committee and have committee approval before going ahead. The convenor would also have

to be responsible to obtain personal risk assessments and keep track and trace information. Sally Corbett confirmed that their walking group had started up and were doing a risk assessment for each walk, their convenor is keeping the records. Sue Shannon-Jones reiterated the need to keep track and trace information. Dave Davies agreed with Chepstow that all insurance/indemnity/track and trace matters were centralised in the beginning and that secondly all “personal” risk assessments could and may be different for each trip out they do. Nicky Lee said you could do a risk assessment for the group or otherwise when you go on a walk, you register for it to accept the assessment. Peter Lloyd asked about on the spot assessments, maybe with the convenor, if there was not the possibility of getting the committee together to make a decision. Denise Jones said that there is always the possibility that a convenor could “go it alone” or could just get one of the committee i.e. a chairman for the “nod” that the group could go ahead. This could not happen, it would have to be a committee decision and there was no need, in this day and age, to await a committee meeting, it could be done by circulating the committee members for their response. Hugh Hutton said that Chepstow approve risk assessments out of committee meetings remit by circulating their risk assessment committee (a sub group) members and getting their views. As for personal risk assessments, as they are personal, they should not be kept by committees or as a record, but only by the appropriate convenor for the appropriate track and trace time limits in place at the time. Tony Baines agreed it was for the group convenor to disseminate the personal risk assessment information and asked if people are being asked to say that they are without symptoms. Denise Jones said that it appeared that this was the case but of course there are many people who have the virus but can be asymptomatic. Sally Corbett said that their convenor has the members’ agreement but keeps no paper trail, only the risk assessment and notification on it of who went. Sharon Corbett said that her group does the same as Porthcawl in relation to the walking group. The convenor does the risk assessment, the members approve and their information is kept for 4 weeks. They rely upon people’s honesty. Dave Davies wanted to emphasize that committees had a very big responsibility when they became trustees and that there should be no alternative like “giving the nod” without fully committee approval.

## 9. EMAIL CONTACT LIST UPDATE

Denise Jones said that this was an ongoing project, she had split the “dedicated” addresses on her contact list to be in the cc section of emails but those still using personal email addresses are remaining in the bcc and over

time it is hoped that those without a dedicated address will obtain one and swop over so that the “network contact” in each group will be the only one receiving information to provide to their groups and that when that person changed, they passed on the “password/whatever” to gain control of the “network contact” email address to the new person in the role. This will make it easier in the future. She said that she had sent out the information as to how to get one of these addresses with the draft minutes from the last meeting and she was asked to resend them with these minutes.

#### 10.WEBSITE

Sue Shannon-Jones said that she had put the email information on the website and agreed that it was not a “user friendly” site. She had spoken to Chris Winner to see if we could use a google site with links to the u3a sitebuilder one. She asked if Michael Young had any information about that and he said that he would look into it. Denise Jones said that before we did anything we ought to run it past our legal CEO Sam Mauger to ensure that we had National Office approval before proceeding. Derek Shottin said that he did not think the site was user “un” friendly and Denise Jones said that was possibly because he knew how to log into it and had been doing so, successfully, for some time. Denise Jones also said that she was not sure if our Minutes were being put up there recently since going on zoom and Sue Shannon-Jones said that she had put them on but they were in a different place to where the others had been.

#### 11.SPEAKERS

Mike Faraday explained that his group had been looking for speakers via zoom and had found that the Mercy talks were available for £50 but were only a recording and was it possible that perhaps the “network” could arrange some more prestige speakers. Sue Shannon-Jones said that there was a list of speakers somewhere but of course who was to know that those speakers could indeed give their talks via zoom. Derek Shottin said that you could obtain more personal mercy speakers live rather than just recordings but these were usually in the order of £150. Denise Jones said that there was information on the National website about talks and there were some shown on the Winter Learning Programme and that she had joined Trust u3a following last month’s meeting and had signed on for listening to talks on that too. Derek said that they were giving 2 talks a month to their members and using their members to give the talks and therefore of course they were free and no travelling expenses to pay. Because they were doing so many talks, they were running out of speakers and asked the network if there was any possibility of asking all our membership if any of them were able and willing to give free talks via

zoom. Peter Lloyd said that Swansea were still managing to obtain speakers once a month for this term and 2 talks a month next term. They are filling in the rest with own members speakers with a bottle of wine for payment and no travel expenses. Rob Wilkinson said he was part of a zoom meeting where 200 people attended. Beryl Keating said that the Hay Festival had been streaming and other literary festivals were coming up and that the British Library were also putting on talks. She also said that the National Gallery were putting on more talks in November, limited to numbers so anyone who was interested, needs to sign in now. Wendy Gruffyd said that she used to be the speaker secretary and used to find it easier to find speakers than it obviously is now. Sally Corbett asked how we would be paying for the zoom. Sue Shannon-Jones said Swansea had found that the cost of having zoom was offset by not spending money on venues. They had one zoom contract and Peter Lloyd said that they had quite a few groups using it. Derek Shottin said that they had so many groups using zoom that they had had to take out a second subscription. Rob Wilkinson had to leave the meeting at 3.30. Denise Jones said that zoom is obviously a reasonable expenditure if there were sufficient members using zoom. Denise Jones suggested that perhaps we ought to have a newsletter circulated and put on the welsh website asking for members to volunteer to give talks. Dave Davies said that he will ask his committee at their next meeting to circulate their members. Denise Jones asked if anyone would be willing to co-ordinate the speakers. Derek Shottin volunteered and was thanked. So, all suggestions to Derek for the future.

## 12.HOW TO DISTINGUISH BETWEEN A PRIMARY AND ASSOCIATE MEMBERSHIP

Mike Faraday told us that he had one member of his group who had joined Chepstow and paid an Associate fee but had also joined Abergavenny and was charged a full fee. So how does a Treasurer differentiate with the capitation fee of £3.50. Sharon Corbett said they do the same as Chepstow. Valerie Stowell said that they charge a straight fee, no different types of membership because it is easier for them. Dave Davies said that all groups are autonomous and it is up to them. Sue Shannon-Jones said that it could be problematic to control and groups need to make their own decision. Peter Lloyd said that his treasurer had made the decision to not have to check with other treasurers that someone had paid a full fee somewhere else so they charged a full fee too. Dave Davies said that surely people could be trusted when they said they were a member of another group but Sue Shannon-Jones said that Swansea had done a poll a year or so ago when it turned out that around 11% of people attending groups turned out to have lapsed memberships. Denise Jones said

that she had joined Trust u3a having found out about it at the last meeting and had paid £4.00 online, knowing that that was the fee for an existing member but had to say on the form that she was a member of a certain u3a which they could obviously check on. She also said that National Office must have a little slush fund from people who had paid in full to more than one group! They were obviously not cross checking.

### 13.NETWORK WIDE GROUPS

Sue Shannon-Jones said that we could make links with other network groups and gave the example of the geology group. Mary Allen said that from her knowledge of the geology group they were not really u3a based but used it for marketing even though it was listed as a network group. Michael Young said that there was no direct response from them. Peter Lloyd said that another group on that basis could be out of control on a risk assessment basis/insurance etc. Denise Jones asked for clarification from Sue and gave an example of 2 people from one network/group who wanted to play ukulele and there were 2 from another network/group that they could form one group, just to play the ukelele's together. Sue confirmed and reiterated that Ian McCanagh had confirmed the same at the last meeting. Sally Corbett said that in Mancheser they quite often share groups with at least 3 local u3a's. Sharon Corbett said East Midlands have a similar idea of cluster groups. Derek Shottin said that the group might be difficult to control, it was tried some years ago. Sue Shannon-Jones said it would probably need an Admin Assistant. Dave Davies said it would be good to have clusters with shared interests. Could make a common event but Denise Jones said that we might have to pay for a venue and there were no funds in the network account. Tony Baines said that perhaps we should take a survey and feedback. Sue Shannon-Jones said that she would put it in the newsletter and on the website.

### 14. U3A'S REDUCING MEMBERSHIP

Sally Corbett said that Porthcawl only asked their members to pay £10 this year because they were not having any meetings probably until March-May 2021. Normally their fee is £37.00 pa. Denise Jones said that Bridgend had decided to give their members a free year, so that if they had paid for this year then they wouldn't have to pay for next and if they hadn't paid yet for this year, then they wouldn't have to. Tony Baines said that Cardiff had delayed making a decision until the renewal was due next year in March/April. Dave Davies said their AGM was not due until February but are likely to waive fees for 2021/22. Susan Sear said that they had reduced their fees to £25 instead of £47. Mike Faraday said that Usk had decided that because they could

provide no activities, if people paid on time, they would have a discount next year, otherwise they would have to pay a full fee.

#### 15. "UNIVERSITY" NAME

The term "university" had been dropped by National Office. Valerie Stowell said that there was therefore no need for any discussion on the topic. Nicky Lee said that Chepstow felt that they run their organisation by members for members, making friends and that their strapline for the last 3 years has dropped the "university" and been "learn, laugh, live" and now they are going for "live life to the full". Denise Jones said that Chepstow were lucky to have a person on their committee responsible for marketing and Nicky Lee said that actually they have a marketing "team" and put a lot of resources into their marketing. Hugh Hutton shared a screen from the "brand guidelines" page of the National website which told you exactly what to say when asked about this very subject.

#### 16. ANY OTHER BUSINESS

Tony Baines said that he was tying up the strategy report that Ian McCannah referred to last month, the 6 page report and using it for Cardiff. The conversation then turned to AGMs and Sally Corbett said that Porthcawl had held theirs in September over zoom, they had circulated all their reports by email or post to those who weren't online. They had some votes in writing and phone proxies and they carried it through. Sue Shannon-Jones said that they had had theirs in September and Peter Lloyd confirmed that Swansea's website had the option to be able to vote online which was used for their AGM. Dave Davies was worried about the percentage of membership reached and could find nothing in their constitution to see if they can adopt an online model. Mary Ross said that they had held a virtual AGM, sent letter and emails and had had more replies than they would have done at a physical AGM. Denise Jones asked Derek Shottin if Beacon had a system whereby members could vote through it and he confirmed not at this stage.

#### 17. DATE AND TIME OF NEXT MEETING

Denise Jones suggested January as there would probably be nothing happening in December. Sue Shannon-Jones suggested that we would normally have our AGM in January and perhaps it should be adjourned. All appeared to agree. Valerie Stowell said that the first week in January was too soon in the new year so it was agreed that we would meet again on the 13<sup>th</sup> January 2021 at 2.30pm, logging in from 2pm. Denise Jones reminded everyone to get names

for speakers to Derek Shottin in the interim. The meeting then closed at 4.25pm.