

# *Wigtownshire U3A*

**Minutes of the Meeting held Thursday, 28<sup>th</sup> January 2021  
via Zoom at 1.30pm**

**Present: Gill Hay, Richard McElrea, Moyra Breckrenridge,  
Lesley Miller, Julie McGlashan.**

**Apologies: Celia Heller, Jim Holt.**

1. Reply to Andrew Stevens email regarding subscription fees. **Action:** Richard to put some points together, forward for Lesley and Gill to top and tail, and then Lesley to reply. Statement to be condensed from this for website and Facebook page to pre-empt further similar criticism.

## **2. AGM. Friday, 30<sup>th</sup> April.**

- Programme for the Day. To be mainly AGM, interspersed with brief reports from trustees, including item on u3a Day.
- Annual renewal letter to go out in the near future with teabag, and coffee sample and mention of the AGM and nominations needed. Members would need to be fully paid up in order to attend and vote at the AGM. **Action:** Moyra to compose letter and purchase coffee/tea and stamps.
- Vacant Committee posts: Vice Chair, Groups Co-ordinator, Minutes Secretary and IT Co-ordinator.
- It was agreed that the AGM itself would take place via the Zoom platform, and that also the agenda, minutes, treasurer's report and nomination form (signposting to roles on the website), would go out by email to all members, and by post to those without online access.
- The AGM meeting would need to be quorate i.e. 20% of involvement of the membership.
- Nominations needed to be received by 31<sup>st</sup> March, and then votes would need to be gathered. **Action:** Richard to compile Treasurer's report; Moyra and Lesley Nomination Form combining Norwich u3a's and our own; all to consider providing a report; Gill and Lesley liaise on dates. Postal packages would contain sae to encourage feedback.
- Dates suggested: -
- (11<sup>th</sup> February Committee Meeting)

12<sup>th</sup> February: Nomination forms to be sent out by email and most with the Annual Renewal letter to include , tea and coffee sachets, and sae, requesting nominations by

10<sup>th</sup> March. **Action :Moyra**

Between 12<sup>th</sup> February and 10<sup>th</sup> March nominations received. w/c 15<sup>th</sup> February, Committee members and Julie to ring around Facilitators to mention AGM, nominations, coffee mornings, Zoom sessions etc.

(11<sup>th</sup> March Committee meeting)

Latest 19<sup>th</sup> March send out all AGM papers to include: Covering letter (Gill); agenda (Lesley); Treasurer's report (Richard); nomination for Colin Bakers from Richard; nominations, Minutes from 2020 (Lesley to send to Moyra).

**Action: Moyra to collate and send out by email/post.**

(8<sup>th</sup> April Committee Meeting)

16<sup>th</sup> April – link to be sent to members to attend AGM meeting by Zoom/phone.

30<sup>th</sup> April 10.00 am AGM

- Reminders and relevant material to be posted on website and Facebook page **Action:** Julie and Lesley
- Eventbrite may be considered to book event foc – advantage that people need to register so we would know in advance how many are coming.– to be discussed on 11<sup>th</sup> Feb. **Action: This to beheld in abeyance for now, trial on March monthly meeting first.**