

## YORK U3A

### MINUTES OF MEETING HELD ON 8 APRIL 2020 via ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Anna Baldwin, Brian Frodsham, Alison Holmes, Sandra Mason, Janis Oxtoby, Sheila Wilson.

#### **1.WELCOME AND APOLOGIES FOR ABSENCE**

David Maughan Brown welcomed all to the meeting. Apologies were received from Eve Birch, Hilary Davies, Paul Howarth, Peter Jarman and John Powderley.

#### **2.MINUTES OF THE MEETING**

The minutes of the meeting held on 11 March 2020 were approved with an amendment proposed by Sandra in connection with Item 7 (Beacon system) to say we *will* need to change the way in which the renewals procedure is done. The Chairman also wished to put on record the committee's great appreciation for Jean Haywood's service, which had been expressed at the meeting but not recorded in the minutes.

#### **3.MATTERS ARISING FROM THE MINUTES**

The Chairman reported that the formal agreement with the Central Methodist Church for hire of the premises had been signed and returned. It was confirmed that 180 was the maximum number of people allowed at each talk.

It was agreed that Mike Barnard's presentation on CIO was not urgent and should be postponed until a later date.

#### **COMMITTEE MEMBERS' REPORTS**

**Chairman** David reported that he was one of the three committee members who had agreed to telephone approximately 230 members for whom we did not have an email address. Of the 90 or so members David had telephoned he found the majority had been well supported by neighbours and family and, in fact, over 25 percent of those telephoned actually did have email addresses which had been passed on to Sandra. Sandra added that the Beacon survey had produced a lot of additional email addresses and she proposed sending these members an email asking if they were happy to have their address on file.

The Chairman also mentioned the many scams circulating connected with the coronavirus. Our North Yorkshire police contact, Andy Fox, is keeping these updated on the police messaging service and Lorrae has put details of this link on the next information update which is ready to go out and, in addition, there is a page on the website with various links to the police and to the Council.

Alison asked if more help was needed with the phone calls to members. Lorrae said she had a live list (a shared Google sheet) of those contacted and would include Alison in this list. Anna also agreed to help. A section of the list would be amended to put her initials in the relevant column. Any new email addresses gleaned as a result of these calls would be passed on to Sandra.

**ACTION: SM, AB, AH**

**Talks Secretaries:** Anna reported that she and Peter had cancelled all the remaining talks. Peter will ask the June and July speakers to come next year and Anna has rescheduled Peter Addyman's lecture, which will no longer be called the Henry Mills lecture, but will be in the York Archaeological Trust's anniversary year. It is hoped that the talks on 12 September (Tony May: Traffic in York), 10 October (Michael Waller: Medical Imaging) and 12 December (Concert) will go ahead, but they could be postponed if necessary. Anna suggested that Powerpoint via Zoom screensharing could be a possibility for recording the talks but this would have to be done in a secure way to avoid hackers.

**Secretary:** Mike reported that he had an interesting first month as secretary and had reported by email to the ad hoc executive subcommittee (David, Sheila and Lorrae). It was agreed that there would be less need for the four to communicate between themselves if Zoom can be used successfully to hold future committee meetings. David informed the committee that no constitutional or other major decisions were being made without the full committee's knowledge.

**Treasurer:** Sheila elaborated on her written report focussing on Accounts for the year to date. Income and expenditure totals for the year to date are attached to the minutes but are summarized below. Most of the groups would be winding down by now so little further routine income and expenditure are expected. The biggest outstanding items were:

- The gift aid claim for around £5000 which Sheila hoped to make the following week
- A possible donation of £600 from Riviera travel
- Payment of another quarter's rent for the premises, and the annual charge for the Third Age Trust magazine, already budgeted for
- The annual fee for Beacon of around £1950.

Significant expenditure related to renewals, including printing, stationery and postage. It was unclear at present whether this would be feasible by the end of July. Income to date amounted to £36,750, while expenditure, including expenditure under the Henry Mills heading, came to £30,408.

In summary, the financial situation was fine and not very different from that planned. If, however, U3A activities were curtailed for a longer period, and if renewals were delayed into next year, the committee would need to consider giving members a reduced membership fee for 2020-21. There were plenty of reserves in the bank and the only thing which would need to be decided would be when to start renewing for next year.

Sheila reported that the external examiner had raised one minor query before signing off last year's accounts. He is hampered as the working papers provided by Sheila are at his office and he is working from home. Sheila hoped to go into the office shortly to pick up the information to answer this question and also for the gift aid claim and to pick up any post. Once the auditor has his answer it was hoped the accounts could be agreed by the Committee at a meeting in May and sent off to the charity commission by the target date of end of May. If the problem of the missing papers could not be solved as hoped, then the accounts would have to be returned late to the Charity Commission.

Sheila reported that it may be very difficult to find, and hand over, to a new treasurer at the end of this year and therefore thought that the appointment may have to be deferred for a few months into next year.

**Newsletter Editor:** There was no report from John but Lorrae had had a couple of conversations with him to make sure it he was happy with her sending the information updates out. He was more than happy for that to happen until there was a full newsletter which could be posted out. It was agreed that there was no worthwhile information to put in a newsletter at this stage. Sheila said that printers were probably not working, and Lorrae pointed out that if news were sent out by email it would disadvantage those who did not have access to email. It was agreed that the Newsletter option was not possible and Lorrae would continue sending update emails to those with email addresses.

**Groups Coordinator:** Alison reported that she and Anna had sent out a congratulatory and enthusing holding email to all those who had volunteered to be part of the U3A Day. The day has been rescheduled for 1 October.

No formal survey of groups who are continuing remotely in some way has been undertaken. Some are using Zoom or email to continue to engage with each other. Sheila suggested an email be sent to group leaders recommending Zoom and suggesting they look at the national Facebook page about keeping in touch. Anna suggested that when Alison contacts group leaders it would be a good opportunity to ask if they were prepared to take on new members via the Zoom option. Lorrae suggested that group leaders should also be directed to the lockdown page of the website which had useful information which was being regularly updated. Alison reported that two entries have been received from group leaders for next year's booklet which she would start to plan soon.

Alison added an update on the table tennis incident previously mentioned. She now had a list of all those present at the meeting on the day in question and she would put the information in the appropriate file in the office when she was able to gain access.

**Membership Secretary:** Sandra reported that York U3A now has 1794 members. Because of the lockdown, there would now be no further new members for the 2019/20 year. She reported that the Beacon system was up to date and new members who had joined after the conversion of the Master Register of Beacon had now been added. The new email addresses had been added to Beacon and also to the MailChimp audience. It was agreed that Sandra should email members whom she knew had email addresses to see if they would be prepared to have their email address put on file and she would send a copy of the list of these contacts to Lorrae. Sandra was concerned about sending out renewal notices which should be prepared in early July and wondered whether there might be a reduction in the 2020/2021 subscription fee. It was agreed not to reduce this at the moment but to take a decision later.

**IT/AV Coordinator:** A message had been sent by Paul to say that BT Openreach have stopped doing any work which involves visiting customers' premises until 1 June. This is the date Lorrae had been given for the next update from TalkTalk.

**Website Manager:** Lorrae reported that there had been a 25% reduction in page hits in March compared to February. In line with other U3As she had added a lockdown page to the website with some basic links to the Police and Council websites. She was currently talking with John Bibby who is learning how to edit the group's website as backup for her.

Two information updates had been sent by email to members on 20 and 27 March. It was agreed that another information update should be sent out, but that it was too early to mention Beacon. Lorrae agreed to send out a draft of the latest update to committee members who could let her know if they wanted to add items of their own. The Chairman expressed particular appreciation for the work and effectiveness of the of the sub-committee responsible for implementing the adoption of Beacon which consisted of Sandra, Sheila and Lorrae.

There had been no calls on the office phone since 21 March despite an information update offering phone buddies to anyone isolated. There had been offers from 12 members to keep in touch with isolated members. It was agreed that the committee should accept Lorrae's offer to keep the office mobile phone in the interim.

**Travel Groups Representative:** Hilary had submitted a report indicating that the refunds for cancelled visits were in the process of being countersigned and would be posted on 10 April. Kynren was still booked and it was hoped that it would still go ahead in August. As previously notified, the India trip had been cancelled and those members who were going to India were trying to get refunds

from their travel insurance as their first line of action. The Uzbekistan trip for spring 2021 had also been cancelled and any deposits returned. Luckily no deposit cheques had actually been sent to the company. No decision had yet been taken about the Italy trip. Members needed to pay the balance in mid-June but it was doubtful if any of the 40 who had signed up would willingly pay. A decision about this could be made early in June. It was hoped that some of the day trips which had been cancelled had merely been postponed and plans could be put into action as soon as it was safe to do so.

### **Any other business**

David said he hoped that everyone was happy with the way things had been handled over the past month and reiterated that frequent discussions between the members of the executive subcommittee appointed at the last meeting were probably no longer necessary.

### **Date of next meeting**

13 May 2020