

YORK U3A

MINUTES OF MEETING HELD ON 8 JULY 2020 via ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Anna Baldwin, Hilary Davies, Brian Frodsham, Alison Holmes, Peter Jarman, Sandra Mason, Janis Oxtoby, John Powderley and Sheila Wilson. Ren Buss joined the meeting after the minute 4 discussion.

1.WELCOME AND APOLOGIES FOR ABSENCE

David Maughan Brown welcomed all to the meeting. Apologies for absence were received from Paul Howarth.

2.MINUTES OF THE MEETING

The minutes of the meeting held on 10 June 2020 had been approved by members electronically, as agreed at the meeting held on 13 May 2020.

3.MATTERS ARISING FROM THE MINUTES

David reported that he had written to the University of Aveiro academic explaining that the group did not feel able to take part in his research programme. He had also contacted Nick David who confirmed that he wished to become a Trustee and had yet to make contact with Steve Russell about his preference, but would progress this before the next meeting.

Sheila reported that she was proposing to have a post box key cut shortly. She would print 151 copies of letters to go out to members and Sandra would arrange to print the necessary labels.

It was agreed that Sheila would complete the booking form pertaining to bookings from January for the Central Methodist Church which Peter had passed on to her. Sheila pointed out that, provided a minimum of two weeks' notice was given, it had been decided that we should go ahead from January onwards on the basis that a meeting could be cancelled.

ACTION: DMB/SW

4.MINUTES PRODUCTION

Mike reported that the method which had recently been adopted of sending draft minutes to all committee members, adding in amendments and then approving them, is the Charity Commission's preferred way of producing minutes. It was agreed that, since the minutes were for public consumption it was not helpful to include some of the points raised in reaching decisions and that only the agreed actions should be minuted in future. The Chairman reported that he refined the minutes as he felt necessary. Mike distributes and archives them.

The Chairman welcomed Ren Buss, Treasurer designate, to the committee.

5.TAT VIRTUAL AGM

It was agreed that Mike would attend the virtual meeting of TAT as he was the designated regional representative, and it was further agreed that there were no points which members wished to have raised at the meeting. Brian agreed to send last year's minutes to Mike for information.

ACTION: BF, MB

6.RISK ASSESSMENTS

TAT had given advice that risk assessments relating to Covid should be carried out by Group Leaders and signed by each group member. It was felt that members should take responsibility for themselves but that they should inform their Group Leader that they understood the risks involved. They could do this by email, telephone or letter. Hilary confirmed that the Travel Group had a section on its forms for members to give details of any physical or dietary problems which they might encounter when taking part in trips.

It was agreed that a Zoom meeting should be held with Group Leaders and possibly representatives from the Friends and the CMC to discuss the assessments which were already in place and to decide whether these were sufficient. The cycling and croquet groups would need to complete the TAT form which David agreed to look at and potentially try to simplify.

A risk assessment would need to be prepared for the U3A office and a cleaning process implemented. Since there was no Office Manager in position at the moment it was agreed that a small sub-committee of the David, Sheila and Alison should look at this.

ACTION: DMB, SW, AH, AB

7.ARCHIVING DOCUMENTS

Mike reported that he had set up a 'Secretary U3A' email address along with Google drive. He was happy to receive items including booklets, newsletters, accident report forms, Group Leaders' minutes and contracts (telephone, Beacon, CMC etc.) which could be emailed to him for inclusion on the drive. It would be helpful to encourage new committee members to set up a U3A address which could be passed on to a following incumbent who would then have access to all the previous information which they might need.

It was agreed that we should advertise in the newsletter for an archivist to carry out a project sorting paper documents in the office. Anna agreed to draft an advertisement. It was noted that Carolyn, the previous office manager, had prepared an archive which was kept in the small office.

ACTION: AB

8.RESIGNATION OF OFFICE MANAGER

It was reported that unfortunately Eve had had to resign as office manager. It was agreed that the group should advertise the position of Office Manager and Volunteers Co-ordinator with the possibility of a deputy as support. This should appear in the next Newsletter and be given to John by 25 July.

ACTION: DMB

9.RENEWALS: Sub-Committee documents attached.

It was reported that the computer was now set up in the office and there was access to the office for at least one person, possibly two. It was agreed that Alison should get information from Group Leaders to go on the website in place of the Groups booklet and an abbreviated extract will be sent on paper to members without email addresses.

It was agreed that the renewal key dates should be as follows:

- 9 July Chairman's letter of plans to be emailed and posted to non-mail members
- 9 July Sheila to print letters, stuff envelopes and take to University of York for franking and mailing
- 13-17 July Committee members and their partners invited to renew online following the detailed instructions and give feedback on the process
- 2-18 Aug All members with email (1,629) invited to renew online in tranches of about 100
- 27-28 Aug Mail renewal forms, covering letters and group lists to the 167 members without email
- Mid Sept Send a reminder email to members who have neither renewed nor resigned
- 5 Oct Mail renewal forms and covering letters to members with email – could be 809
- 2 Jan Renewal grace period ends (reminders can be sent before)

It was agreed that members who indicated that they wished to discontinue their membership should be taken off the membership list immediately and not remain on it until the end of the year.

Peter requested that any reference to the Christmas concert should be taken out of the Chairman's letter with a decision to be deferred until September. This was agreed.

ACTION: SW, SM

9.COMMITTEE MEMBERS' REPORTS

Talks Secretaries: a report from Anna and Peter is appended.

Anna reported that the trial Zoom lecture had been a great success. Tom Baldwin proposed to record the meeting in September and to put it on the U3A YouTube channel. It was agreed that the group wished to record its thanks to Tom for agreeing to do this. There was a

possibility that a blended meeting with an audience in the Friends' Meeting House combined with Zoom could be held in September, but it was agreed that this trial should be postponed until January.

ACTION: TB

It was agreed that Ren should be formally co-opted onto the committee with immediate effect. The co-opted members would be formally adopted as Trustees at the AGM. It was agreed that Mike and Sheila would talk about the rules Governing the information about each Trustee required by the Charity Commission.

ACTION: MB/SW

Treasurer: a report from Sheila is appended.

Sheila had nothing to add to her report, beyond thanking Lorrae for her tremendous help in setting up the Paypal account.

Newsletter editor

Alison and Lorrae agreed to proofread the Newsletter. John reminded members of his request for short stories of 50 words (to include the title) about any subject. The newsletter would only be sent out initially via email but depending on the bulk of the finished product a decision would be made whether to mail out further copies.

Groups Co-ordinator: A report from Alison is appended.

Alison was pleased to report that Rosemary Royds Tree had agreed to take on the role of Groups Co-ordinator. She would have access to the Groups Co-ordinator email and will probably attend the next meeting.

IT/AV Coordinator: A report from Paul is appended.

Sandra reported that the printer is connected and, although the franking machine is not working, the University post room is a good alternative especially for bulk posting.

Membership Secretary

Sandra said that she would send out a new schedule for the renewals procedure detailed in Minute 9 above.

Website Manager

Lorrae reported that she was keeping the website up to date but beginning to move the groups off the site as the end of year was approaching. It was agreed that Lorrae should retain the Zoom membership for at least two months and it was also agreed that since Anna used her Zoom membership for other organisations she would claim a portion of the cost of her Zoom

membership. Lorrae said she would happily offer group leaders training sessions and the opportunity to use the account for a trial with their groups.

Travel

Hilary reported that there would be nothing happening until at least January, depending on restrictions being lifted, Kynren had been cancelled and deposits returned but not all cheques had yet been cashed.

9.Any other business

Lorrae suggested that the group should hold a new members' meeting via Zoom and it was agreed that this was a good idea.

It was agreed that a letter of thanks should be sent from the group to Eve for all her work and to express best wishes for the future.

10.Date of next meeting

12 August 2020 at 11am

Written Reports

Groups Co-ordinator Report July 2020

I am pleased to report that a new Groups Co-ordinator has been appointed, Rosemary Royds Tree. We will work together and have a gradual handover.

I have been working with the Beacon Group to prepare for renewals to ensure that there will be information about what courses are running during lockdown and partial lockdown.

These issues will be discussed at the committee meeting, but preparation work has been undertaken, including trialling the submission of information form.

The Friends have provided to a group leader details of reopening of the meeting rooms in the Meeting House. This may affect our decisions about how we conduct our groups.

There is a steady trickle of enquiries from group leaders about the future, so the discussion today will be helpful.

Alison

3/7/2020

Treasurers Report

Attached spreadsheet

I have included figures for

- Last year, for comparison
- This year to date, little further income & expenditure is expected before the end of the year. We are likely to end up with a surplus of just over £10,000
- The plan for next year, based on a membership fee of £10, and the potential reopening of many of our services after Christmas. I have also showed the various assumptions made. The plan indicates an end of year deficit of £14,460
- Reserves the end of next year are still very high, at over £56,600

Finance Procedures

I thought it was worth setting down the main systems and procedures that protect our accounts. These are as follows:

All income and expenditure records are stored in our Finance Coordinator accounting system

Cheque and cash Income is banked independently by our cashier

Membership fees can be inspected through the beacon system

Expenditure requires two signatories.

The bank reconciliation is produced monthly

The bank account can be inspected by a number of signatories, using their bank devices

The accounts are examined each year by the independent examiner

Sheila

York U3A Finance report July 2020

General Fund	2018/19	2019/20	2020/21	ASSUMPTIONS for 2020/21
	Last Year's Total	This Year as at 6 July	Plan-fees at £10.00	
	£	£	£	
Receipts				
Subscriptions	31,038	29,473	16,200	10% reduction in numbers
Gift Aid	5,215	4,858	3,240	20% give gift aid
Groups room income	7,682	5,259	2,500	estimated part year usage
Saturday meetings	1,802	1,380	600	Half year, lower numbers
Other	498	1,564	-	No Riviera income?
Total	46,235	42,534	22,540	
Payments				
Friargate rent	6,687	6,800	10,450	start to pay rent for Fell Room & Woolman room(inc over 3 years)
Rent for Garden room etc	1,737	1,242	800	estimated part year usage
Former HM room support		2,871	3,500	estimated part year usage

Office costs			2,000	estimated part year usage
	3,135	1,475		
Postage			3,000	estimated part year usage
	4,209	4,184		
Equipment			1,000	provision
	2,439	1,505		
Newsletter			3,000	estimated part year usage
	5,277	1,635		
National magazine			1,800	lower numbers
	1,886	1,930		
Saturday meetings			1,500	Half year usage?
	2,523	2,151		
Third Age Trust			6,500	cap fee inc to £4 , lower nos.
	6,286	6,279		
Independent examiner			350	
	324	330		
Beacon/Paypal chrg			2,000	lower numbers
		1,794		
Other			1,000	provision
	2,298	79		
Total			36,900	
	36,801	32,275		-
Net surplus/ deficit			-14,360	
	9,434	10,259		-
Reserves			56,602	
	61,544	71,803		

IT/AV Report

I have now activated WorkSafe, TalkTalk Business' website filter that is built into the core of their network, meaning we will always be protected from the latest online viruses and threats.

In addition, I have blocked access to some sites which deal with : Drugs, Tobacco and Alcohol; Dating; Gambling; Pornography; Violence and Weapons; Suicide and Self-Harm; Gaming and Filesharing.

Regards

Paul H.

