

YORK U3A

MINUTES OF MEETING HELD ON 9 SEPTEMBER 2020 via ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Ren Buss, Nick David, Hilary Davies, Brian Frodsham, Alison Holmes, Sandra Mason, Janis Oxtoby, John Powderley and Rosemary Royds Tree.

1. WELCOME AND APOLOGIES FOR ABSENCE

David Maughan Brown welcomed all to the meeting and gave a special welcome to Nick David who was joining the committee. Apologies for absence were received from Anna Baldwin, Peter Jarman and Paul Howarth. Although Sheila Wilson was not present, it was noted that she had agreed to continue as a Trustee during the handover process.

2. MINUTES OF THE MEETING AND MATTERS ARISING

The minutes of the meeting held on 12 August 2020 had been approved as a correct record.

Sandra reported that although the hand driers had been turned off at the Friends' Meeting House, no paper towels had been provided. The group had their own supply of these, but it was suggested that Tracey Sharp (Business Manager of Friends' Meeting House) should be informed about this.

ACTION: DMB

3. CORONA VIRUS RISK MANAGEMENT

David gave heartfelt thanks to Alison and Rosemary for all the work they had carried out in connection with the risk management. He added that, with the committee's approval, he would write a special letter of thanks to Tracey Sharp for her help, in particular for allowing the use of larger rooms upstairs without additional cost.

The news of the new rules on gatherings of no more than six people both inside and outside buildings had, however, potentially made a huge difference to plans going forward. David thought that U3A would be likely to be classified as a social, rather than an educational, group, but would obtain clarity on this from the Third Age Trust and send an email to all members with the relevant information. It was difficult to continue with further discussion of which groups might continue until clarification had been received.

ACTION: DMB

4. OFFICE MANAGER VACANCY

David reported that there had been no response to the advertisement for an Office Manager although, in the present circumstances, this was probably less urgent than

originally thought. Eve had offered to act as an intermediary for anyone who wished to have further information about the position. In the meantime, most of the duties were being carried out by Lorrae and Sandra and it was recognised as being very generous of them to offer to continue to do this. It was agreed that any further attempts to appoint an Office Manager should be postponed, although David said he would mention the vacancy at the Saturday talk and on other appropriate occasions. It was agreed that it would be difficult for anyone to take up the position under the present circumstances and, before anyone did so, the office would need to be thoroughly cleaned. In the first instance it would need a deep Covid-secure type clean and in once this had been done Monday and Wednesday would be the days when general cleaning, including cleaning of touch points, could take place. David agreed to speak to Tracey about this.

ACTION: DMB

5.COMMITTEE MEMBERS REPORTS

Chairman

David said that most of the past month had been taken up with the risk management procedures. He had had a report from Pam Simpson of another scam email purporting to be from DVLA and it was agreed that Lorrae would provide an article for the forthcoming Newsmail directing members to the websites which gave information on scams of all kinds and the kind of things to look out for. Rosemary requested that a mention should also be made that Beacon is safe to use and Lorrae agreed to do this.

ACTION: LA

Talks Secretaries

Neither of the Talks Secretaries was present, but David reported that a test run had been completed with Tony May for the Saturday morning talk on 12 September. Tom Baldwin had kindly agreed to act as facilitator. Anna had sent a note to say that a talks programme from January to July 2021 was being finalised.

Secretary and Regional Representative: a report from Mike is appended.

It was agreed that Mike should attend the two AGMs mentioned and vote as he had suggested.

Treasurer: a report from Ren is appended.

Ren reported that she now had the list of signatories from the Co-op bank and would run through it with Lorrae to remove those names no longer relevant. The issue of collecting monies received at meetings has been worked on and, so far, it had been agreed that the obligation to collect the monies had not been waived but Group Leaders would be given the choice of how they wished to facilitate this, possibly by accumulating funds and paying by bank transfer, but emphatically not by coins. Alison had not yet sent out an email to the leaders with instructions on the subject but, when she did, would emphasise that a clear narrative, which was

important for Ren, should be attached to such payments. David suggested that Ren would consult Alison and Sandra, and possibly Anne, our cashier, about the information to be sent.

It was agreed that the whole-year plan was difficult to forecast because of the changing situation.

Sandra enquired about the Beacon renewal fee mentioned in Ren's report which would become payable in March and pointed out that this was another unknown, depending on the membership at that time.

ACTION: RB, AH, SM

Newsletter Editor

John reported that he was part way through editing Newsmail no 3 which would be the October issue. Copy was requested by 16 September for publication on 27 September. Nick and John agreed to talk after the meeting to effect a smooth handover of the role. David thanked John for the hard work and dedication he had shown which was very much appreciated by the committee. David agreed to send John copy which would reflect the changed Covid situation for the next issue.

ACTION; DMB

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

Alison had nothing to add to her written report except to say that she was concerned about access to the equipment, and felt that instructions on how to access the office itself required clarification. David thanked both Alison and Rosemary for the huge task they had undertaken and said that the amount of work involved should not be underestimated.

ACTION: instruction to Group Leaders clarifying office access to be dealt with at a date to be agreed.

IT/AV Co-ordinator: a report from Paul is appended.

Membership Secretary: a report from Sandra is appended.

Sandra gave a brief update of the membership situation to date which was as follows: 669 members, 540 renewals online, 43 resignations and 994 members who had not yet renewed. 25 emails had been sent out about Gift Aid and 13 were still eligible. Couples were a problem and the system needs to be improved for next year. Sandra also confirmed that she was doing the banking at the moment as the cashier was not coming into the office. She said that in the New Year she would have to advertise for an assistant to help with the amount of work involved, and David thanked both Lorrae and Sandra for taking on the very substantial amount of extra work involved. Both Mike and David offered to help with the stuffing of renewal envelopes. Sandra will send out a renewal reminder email this week to members who haven't renewed their membership. It will contain instructions on how to renew their membership online.

David agreed that he should encourage online renewal in his Newsmail comments in the hope of reducing some of the work involved in hard-copy renewals, and the expense of mailing out renewal forms.

ACTION: DMB, SM

Website Manager: a report from Lorrae is appended.

Lorrae reported that she was keeping the list of groups on the website updated, but there were not many hits and she would put a reminder about the use of the website in the Newsmail.

Since it was looking increasingly likely that Zoom could be needed for a further year, Lorrae suggested that the group should subscribe to Zoom Pro for a year in order to obtain a discount. There was a package-deal available which would give the ability to offer discount for up to 9 users, but leaders would still need to pay a fee of around £70 to £80, the cost of which, Lorrae suggested, could be borne by individual groups in place of, say, room hire. Alison felt that more than nine leaders could be interested this as some did not like to restart meetings when the free time expired. Everyone agreed that the subscription would be useful, and it was decided that the Group Leader membership should be discussed between Alison and Lorrae.

It was agreed that the office mobile should be kept in use for the time being.

Lorrae reported that only four Group Leaders were using the Beacon system at the moment, and there was a need to encourage both the GLs and renewing members to use the new system.

Lorrae reported that she had found the Courtyard door into the building unlocked on Tuesday and Alison agree to email Tracey Sharp to alert her to this.

ACTION: AH, LA

Travel

Hilary had nothing to report. The sub-committee had been planning to meet the following week in a member's garden but news of the 'Rule of Six' would mean that this would have to be cancelled. The Haxby U3A travel group had been hoping to visit Scampston Hall walled garden very soon, which would have provided interesting experience for the organisation of such trips by coach in future, but this would now not be taking place.

Any other business

Brian reported that he had recently had a stroke and would not therefore be joining the meetings again. Although he had thanked Brian in the past, David repeated the group's appreciation and Brian confirmed that he would relinquish his role as Assistant Treasurer.

Date of next meeting

14 October 2020 at 11am.

Written Reports

Secretary Report

Yorkshire and Humber Region AGM

I have been sent an email inviting me to attend the YAHR virtual AGM on Thursday 17 September, commencing at 10.30am. I plan to attend and vote as I think appropriate, unless the committee thinks otherwise.

If anyone else would like to attend as well, please let me know. Details are on their website <https://yahru3a.co.uk/agm-2020/>.

Third Age Trust AGM

As agreed I have registered to attend and vote at the TAT virtual AGM.

There is an amendment to the resolution the committee asked me to vote “yes” to, delaying the increase in fees for a further year to April 2023. I will vote “no” to the amendment unless the committee thinks otherwise.

I plan to vote “yes” to the resolutions approving the previous AGM minutes, the 2019/20 accounts and the appointment of auditors unless the committee thinks otherwise.

I have an email containing all the details; if any committee member would like a copy please let me know.

Mike Barnard, Secretary 4 Sep 2020

Talks Report

Anna Baldwin writes:

Dear Committee

I am afraid that neither Peter nor myself can come to the meeting on ninth September (for different reasons). We are in the process of finalising the talks for January to July. I hope you will all come to the zoom talk on September 12 – Tony May on York traffic ideas. He is very kindly having a rehearsal with me and David and my husband on Monday at 2.00 - please email me if you can come and be a rehearsal audience.

Membership Secretary's Report September 2020

Renewals

Statistics

- 658 members, including 11 new members, 536 members renewed online
- 42 members resigned
- 1,106 members have not renewed, I know that many members are waiting for their Renewal Forms

As we cannot use office volunteers at this time Lorrae and I have taken over their duties. The office volunteers duties are as follows:-

- Sending out Renewal Forms and covering letters, stuffing and mailing the envelopes.
- Receipt of forms and payments, checking that the payment is correct, sorting forms into alphabetical order and passing to the Membership Secretary
- Sending out Membership cards and covering letters, stuffing and mailing the envelopes.

At the end of August I printed the Renewal Forms and covering letters for the 167 members who do not have email addresses on file and also their 8 spouses who did have email addresses. Lorrae stuffed and mailed the envelopes. 58 of these members have already renewed their membership.

When the renewals and new applications come in, 122 so far, I update Beacon then print the membership cards and covering letters. Lorrae guillotines the cards then stuffs and mails the envelopes.

At the beginning of September I will send the Renewal Reminder Email to members who have not yet renewed their membership. It will ask members to inform us if they are not going to renew or if they have decided to renew later.

From the beginning of October I will print the Renewal Forms and covering letters for the members with email addresses who have not renewed their membership, this is currently 1,003 members. Members who have notified us that they will be renewing their membership later will not receive Renewal Forms. Lorrae will be stuffing and mailing the envelopes. As there are so many Renewal Forms to be sent I will also be stuffing envelopes and mailing them.

Gift Aid problems

A number of members were eligible for Gift Aid last year and their payments are not shown as eligible this year, in many cases it's because they didn't check the Gift Aid box. I emailed the first group and 25 members were still eligible for Gift Aid, some didn't reply to my email. I have a list of another 25 members who were previously eligible for Gift Aid and I will be sending an email this week.

A number of couples, where one or both were eligible for Gift Aid, renewed together rather than individually according to our instructions. This has resulted in a loss of £80 in our Gift Aid receipt.

Photocopier

I had a lot of paper jams when I was printing the Renewal Forms and letters for the members without email, about one jam every ten pages. I also had problems printing membership cards.

The engineer came when I was in the office on September 2nd. I was very impressed with the service. He solved the problems, explained what had caused them, gave me some tips on using the machine and then he cleaned the machine thoroughly. I feel confident that I won't have problems when I print 1,003 Renewal Forms and covering letters and later the membership cards and covering letters.

Treasurers Report for 9 September 2020

1. Numbers up to Sunday 6th Sep are attached. Given the circumstances there is very little activity to record in our books currently.
2. We have healthy bank funds of £72k to start the year and using Sheila's plan numbers, with the £10 membership fee, this would result in an end of year July 2021 forecast of £59k in the bank. However we should be cautious about this projection as there is a very significant degree of uncertainty in projecting both income and expense this year.
3. Sheila has kindly been coaching me so that I hope I am now competent to operate Bank, Finance and Paypal software. Very aware that my knowledge of what has gone before is patchy but know that I have only to ask!

Operationally there are a couple of issues that need discussing:

4. We need to confirm how our Groups will be able to accept money from group members particularly if the office is to be limited access/ opening hours. There may be a variety of routes but we must be sure we can identify and record accurately.
5. We have also been notified that the Co-Op Bank is closing its York Branch but since we will be able to deposit funds at a Post Office this will hopefully not prove to be an issue for us.
6. Sheila is taking steps to ensure we can operate the Deposit Bank account held by Scottish Widows as signatories have lapsed and current signatories need to be established.
7. She has also requested details of current signatories on the Co-Op Mandate so that we can remove any no longer relevant.
8. The possibility of holding a deposit account with Co-op will be investigated so that funds can be moved and held at one bank with online ability to move funds between current and deposit accounts to optimise (minimal) interest.
9. Sheila has suggested that whilst she steps down as Treasurer with immediate effect she continues to serve as a trustee for the next few weeks whilst she ties up the Groups numbers for last year and then finalises the 2019/2020 results. Her support is much appreciated but obviously dependent on her feeling able to continue to do this.

Ren

U3A Finance Statement as at 6 September 2020

| General Fund | 2020/21 | | 2019/20 |
|--------------------------------|---------------|-----------------|-------------------|
| | As at 6 Sep | Whole year plan | Last Year's total |
| | | £ | £ |
| Receipts | | | |
| Subscriptions | 5,867 | 16,200 | 29,595 |
| Gift Aid | | 3,240 | 4,858 |
| Groups room income | | 2,500 | 5,259 |
| Saturday meetings | | 600 | 1,380 |
| Other | | - | 1,966 |
| Total | 5,867 | 22,540 | 43,058 |
| Payments | | | |
| Friargate rent | | 10,300 | 6,801 |
| Rent for Garden room etc | | 600 | 1,242 |
| Former HM room/rent support | 847 | 3,000 | 2,802 |
| Office costs | 291 | 2,000 | 1,672 |
| Postage | | 3,000 | 4,270 |
| Equipment | | 2,000 | 1,516 |
| Newsletter | | 3,000 | 1,635 |
| National magazine | | 1,800 | 1,930 |
| Saturday meetings | | 1,500 | 2,141 |
| Third Age Trust | | 6,000 | 6,279 |
| Beacon fee | | 1,800 | 1,794 |
| Independent examiner | | 350 | 330 |
| Other | | 200 | 265 |
| Total | 1,138 | 35,550 | 32,677 |
| Net surplus / (Spend) | 4,729 | (13,010) | 10,381 |
| Balance carried forward | 76,655 | 58,915 | 71,926 |

Nominal

| | | |
|-----------------|------------------|----------------------------|
| Current Account | 35,418.82 | As per bank rec 6.9.20 |
| Scottish Widows | 41,235.44 | Per statement as at 1.4.20 |
| | <u>76,654.26</u> | |

IT/AV Report

I shall not be at the meeting tomorrow (apologies) but these are the policies I have put in place regarding the use of equipment. If people think they are too draconian, I will (probably) modify them.

I have tried to organise the equipment to minimise the contact users will have with it and to make sure I know who is getting access to it.

1. I have moved the most frequently used equipment into the large cupboard in the back office. Projector 4 and three computers are stored there.
2. The combination on the lock to that cupboard has been changed.
3. Members who wish to use equipment must book it out by sending me an email on technical@yorku3a.com. (This avoids using the folder and the need to hunt for and use pens lying around in the office.) I will advise them of the new combination and on what precautions they should take. These will include using cleansing wipes to wipe locks, boxes and equipment before and after use. Some group leaders have not always been as careful as they should be putting things away in the right place, etc., and the usual excuse given is that they were in a hurry to get away. I am reminding them of the need to allow sufficient time for cleaning the equipment and putting it away even if it means curtailing their sessions.
4. The combination of the lock on the small cupboard under the franking machine has been changed. I do not propose to allow access to the remaining computers there.
5. I have updated the computers which had not been updated for the 12 months we were without internet access. There may be further updates pending and I am warning people of this.
6. Computer keyboards are notorious for harbouring "bugs" of various types. I have ordered keyboard covers which can be easily wiped down for our laptops but they have not yet arrived. I am advising people that, if at all possible, they should bring their own device to use for now.

The wifi extension to the Woolman Room is not working at present. The controller needs re-setting.

Just in case I fall under the proverbial 'bus, the combination for the small cupboard under the franking machine is and for the large

cupboard in the back office But please do not hand these out to members.

Paul Howarth
Technical Coordinator
York U3A

Group Co-ordinator's report for 9 September

The take up by groups wishing to restart face to face meetings has been good. The first one was held on Wednesday 2 September in the Woolman Room and was deemed a success all round. However it has been a significant task to relocate groups that wish to meet face to face into appropriately sized rooms. For many the Woolman Room is no longer sufficiently large.

Had a very useful meeting with Tracey and she has confirmed that we will not be charged for space in the Meeting House for groups that have been moved from Fell and Woolman Rooms – quid pro quo really. I have been working with Zainab in the FMH, sharing calendars and working out a way for us both to be able to see the bookings that have been made. I am storing copies of signed Risk Assessments for the FMH on the shared Google drive, along with approved risk assessments from outside venues.

Thanks to Lorrae for compiling the list of active groups to go out to members without emails. This is a constantly moving feast, but we have suggested that members need to ring in to obtain updates, to minimise amount of unnecessary postage.

Issues outstanding are:

A) how to collect regular £1 from participants and get that money into the bank. The Chair's proposal is that we should tell Group Leaders that their participants still have to pay their fee, but it is up to the GL as to how he/she gets that money to the U3A. It need not be paid on a weekly basis. A bank transfer is likely to be the easiest way to do this.

B) clarification of booking, using and cleaning equipment. Paul has changed the access code for the storage cupboard and is only releasing it when someone has formally booked the equipment.