

## YORK U3A

### MINUTES OF MEETING HELD ON 14 OCTOBER 2020 via ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Anna Baldwin, Ren Buss, Nick David, Alison Holmes, Peter Jarman, Sandra Mason, Janis Oxtoby and Rosemary Royds Tree.

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

David Maughan Brown welcomed all to the meeting. Apologies for absence were received from Steve Russell, Hilary Davies and Paul Howarth.

#### **2. MINUTES OF THE MEETING AND MATTERS ARISING**

The minutes of the meeting held on 9 September 2020 were approved as a correct record.

Sandra reported that paper towels had been provided in place of the hand driers at the Friends' Meeting House. No cleaning had yet been carried out and there had been no communication with Tracey about this. Sandra and Lorrae thought that after an initial deep clean, one weekly clean of the office would be sufficient but it was agreed it was unnecessary to reach a decision at the moment.

Lorrae confirmed that she had sent out an email both about the use of Beacon and of the various websites giving information on scams.

David had encouraged members to use online renewal and that appeared to be working quite well.

Alison had written to Tracey about the issue of the outside door being left open.

All other matters arising were being dealt with as separate items on the agenda.

#### **3. COVID-19 RISK ASSESSMENT**

David brought up the issue of the keys for the office door and it was agreed that another message should be sent by the Co-ordinator to Group Leaders reminding them not to use the office unless it was to access equipment. Lorrae agreed to send out an information update explaining the insurance situation and U3A regulations governing group activities. It was agreed that she should circulate a draft to committee members in case anyone had additional points to add.

ACTION: LA

#### **4. OFFICE MANAGER VACANCY**

It was agreed that it was not necessary to pursue the appointment of an Office Manager at this stage but David agreed to check whether Eve had yet to return her keys. ACTION: DMB

#### **5. CONSTITUTION**

Mike asked the committee to approve the appointment of Nick David and Steve Russell as Trustees which they duly agreed to do. There followed a discussion as to whether to amend the present constitution. It was agreed that the constitution should not be amended at this juncture and members terms of office and annual re-elections should be handled in accordance with the constitution rather than on the basis of past practice. An AGM should be held before the end of March 2021, as previously agreed. It was agreed that a

discussion relating to any other aspect of the constitution that might need tidying-up could wait until 2021 when it would be possible, it was to be hoped, to have face to face discussions.

## **6 COMMITTEE MEMBERS' REPORTS**

### **Chairman**

David reported that U3A had set up a branding centre with all the new brand materials on it, including the new U3A logo, digital assets and promotional materials. Branches have been invited to join and there was no cost to this. Mike agreed to do some research into items which may be of interest to Lorrae and Nick and to then send out an email.

ACTION: MB

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

Peter reported that were there now about 70 people who wished to join the Saturday morning talks. Lorrae explained that the people requiring information on Saturday talks could be tagged on Beacon, thereby saving Anna the need to maintain a distribution list. The members wanting the Zoom link could then be easily informed by email. It was agreed that Lorrae and Anna would talk separately about this.

No talk had yet been arranged for Saturday 12 December and Anna suggested the possibility of holding an AGM on that day followed by some Christmas entertainment. After discussion it was agreed that it would be preferable to leave the AGM until the New Year. David suggested that some pre-made Christmas programme could be streamed at a cost and, as an alternative, Anna suggested some music by York Waits interspersed with readings, music and any other party pieces and possibly followed by breakout rooms. David agreed it would be a pity not to recognize Christmas in some way and asked Anna to put something together and circulate it to the committee for comment. Alison pointed out that several people had been willing to help with U3A day who could be contacted. Contributions needed to be in by 16 November so that details could be included in the Newsmail. Anna agreed to prepare a suggested programme.

ACTION: AB, LA

**Secretary:** a report from Mike is appended

Mike had attended the regional AGM by Zoom which lasted for about an hour and worked well and could be used as a template for our AGM. The national meeting, which Nick also attended, took three hours and there were lengthy waits for votes to take place, questions analysed and so on. Mike said that he had not received any minutes but would circulate them when they were received. He confirmed that he had reported John Powderley's resignation to the Charity Commission. Alison confirmed that she would be resigning at the end of the meeting and Mike said he would also report this to the Commission. Rosemary would then formally take over as Groups Coordinator. David thanked Mike and Nick for attending the AGM.

ACTION MB

**Treasurer:** a report from Ren is appended.

Ren reported that Sheila had almost finished the preparation of last year's accounts which could shortly be sent to the independent examiner.

Nick queried the detail of the expenditure on the plan of £3,000 for the Newsletter. Ren said expenditure had been £1365 and Sheila had used this as a rough guide for the plan for the present financial year. The expenditure had been mainly on printing and postage. Ren undertook to provide Nick with detailed individual costs for the previous year.

David asked about Zoom costs and Ren confirmed that these were included in the IT line.

ACTION: RB

**Newsmail/Newsletter Editor:** a report from Nick is appended.

Nick reported that John had sent him a template to use for the next Newsmail and they would liaise over Nick's first edition, the deadline for which was 16 November. Nick said that in that issue he would be asking the committee and members for any suggestions or improvements which could be made to the Newsmail.

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

Alison said that a reminder email needed to be sent out to Group Leaders about office access and how to deal with any money collected - information needed updating in respect of Covid and new practices. A suggestion had been made that the contribution of £1 made by members at the meetings of some groups to cover the costs of room-hire should not perhaps be extended to all group meetings, including, for example, walking groups. It was AGREED that, leaving aside the negative effect this might have on membership perceptions at this particularly difficult time for everybody, there was no need, where our finances are concerned, to pursue this suggestion at this juncture.

Nick enquired about the availability of information on courses and wondered whether members knew where to seek this information. It was agreed that, although an email from David giving details of extended membership had directed members to our website for this information, it would be worth sending regular reminders. Another reminder of where information about courses could be found should be sent by email to members. Lorrae expressed disappointment that there were so few hits on the website, and it was agreed that a further reminder about the website should be given in the December Newsmail.

ACTION LA, ND, RRT

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

It was noted that not many Group Leaders were needing to access our equipment. Anna said she would be in touch with Paul about the hearing equipment.

Action. AB

**Membership Secretary:** a report from Sandra is appended.

Sandra reported that there had been 46 renewals on 13 October and there was now a total of 1278 members although 422 people had still not yet renewed. Sandra was about to print off membership cards and Lorrae would help with guillotining and despatch. Sandra was making a bank deposit after the meeting. On behalf of the committee, David thanked both Lorrae and Sandra for their work.

**Website Manager:** a report from Lorrae is appended.

Lorrae pointed out that she could not include the new branding on the website but would talk separately to Nick about this. A few Group Leaders had made use of their access to Beacon but had not found it to be of great advantage. The development of our branding would therefore be put back until Beacon 2 was online in Spring 2021.

## 7. ANY OTHER BUSINESS

David bade farewell to Alison and thanked her for her work and great contribution to the York U3A. The committee wished her well on her travels.

## **8. DATE OF NEXT MEETING**

Wednesday 11 November at **10 am**.

# **Written Reports**

## **Secretary Report**

### **York U3A Committee Meeting 14 Oct 2020**

#### **3 Proposals**

David and I have had brief discussions on 3 items that we would like the committee to consider at our meeting on 14 Oct.

1. Deleted.
2. I propose that the committee approves the following resolution.

***The trustees agree to appoint Nick David as a trustee until the next AGM.***

3. I propose that the committee approves the following resolution.

***The trustees agree to appoint Steve Russell as a trustee until the next AGM.***

4. Clause 4.3 of our constitution states "At each A.G.M. one third of the Committee, not counting co-opted members (and to the nearest number) shall retire. The members to retire shall be those who have been longest in office without a break. As between members who joined the Committee on the same day those to retire shall be chosen by lot." This would mean 2 trustees retiring at the next AGM: Paul Howarth plus one of David Maughan Brown, Sandra Mason, Anna Baldwin, Peter Jarman, or Lorrae Atkins.

Past AGMs have done this slightly differently; trustees who have served 3 years retire. Using this method would mean only Paul Howarth retiring at the next AGM.

In both cases the retiring trustees can stand for re-election at the AGM as they have served less than 6 years.

I think we have 2 options for the election of trustees at the next AGM: either use the method in our constitution, or change the constitution to reflect previous practice.

***The committee is invited to consider what action to take.***

As we debate whether to amend the constitution to solve this problem, it is worth considering that our constitution contains some minor ambiguities which could be fixed at the same time. David and I would be happy to tackle this, with help from Sheila who has looked at constitutional issues previously, and perhaps one other committee member who has an interest in constitutional matters.

*Mike Barnard, Secretary, 9 Oct 2020*

## **Membership Secretary's Report October 2020**

### Statistics

- 1,232 members, including 16 new members
- 109 members resigned and 10 members are deceased
- 746 members renewed online and 486 renewed when they received their forms
- 468 members have not renewed

After the Renewal Reminder Email was sent there was a huge increase in the number of queries I received. Immediately after the Renewal Forms were mailed we started to receive payments. Between Oct 4th and 12<sup>th</sup> 343 payments were received and processed. Lorrae is now an expert in the use of the guillotine.

At the end of November I will send a final Renewal Reminder email informing members that their membership expires at the end of the year.

## **Technical Co-ordinator Report**

There have only been four requests to use equipment since groups started meeting in September:

Exploring the Bible  
Military History  
Photography  
Spirituality

Booking with me through email seems to be working satisfactorily (at least, no complaints so far!) and it means that I have a record of exactly who has had access to the equipment cupboard.

Paul Howarth  
October 2020

## **Groups Co-ordinator Report October 2020**

A lot of time has been spent trying to interpret the rules for meetings. Since the limit remains at 6, we are now using the Fell and Woolman Rooms so the requests for rooms upstairs is less.

Some groups are doing a mixture of Zoom and face to face meetings or even holding hybrid meetings – although that seems to be less successful as the people at home find it hard to hear the discussion going on at the face to face meeting with social distancing.

According to our website we have 55 active groups, and of those approximately 16 are meeting in the Meeting House, both in the Woolman and upstairs.

It has been reported that a group leader left money in the safe last week. We have asked group leaders not to go into the office and to account for money directly into the bank in due course. It might be wise to reiterate those rules to them and provide clearer guidance on how to account for money when we need to send out another mass email.

This report has been done without Rosemary's input so she may have other things to add at the meeting.

I am confident in leaving the Groups Co-ordinator role to Rosemary that you and the Group Leaders are in good hands. As I am still a U3A member, I look forward to joining activities happening on Zoom! I have enjoyed my time on the committee and the connections I have made.

Alison

13/10/2020

## **Website and Comms Report**

### **Website**

A few changes have been needed since last meeting, edits and some groups added, there is a page with dated changes. Less than 20 people have viewed that page, and in general page hits are low. The domain name annual renewal is due in November.

The new Beacon upgrade will include a website design section, so it may be that I need to rework things as and when that happens.

### **Comms**

Two mass emails since last meeting - Chair's letter and availability of Sept Sat Talk video. Sixty people asked me for the Talk link. I will continue to do it this way for future talk videos, rather than provide the link itself on the website.

## **Treasurer's Report for 14 October 2020**

1. Numbers up to yesterday Monday 12<sup>th</sup> October are attached.
2. Significant (£6k) of subscription income has been received since our last meeting but Sandra reports that receipts are now slowing and there are 468 members yet to renew. We may therefore yet meet Sheila's planned subscription income of £16.2k for the year (We currently stand at £12k)
3. We have incurred PayPal fees of £235 collecting £7,471 of subscriptions – just over 3%.
4. Costs recorded have been primarily for postage and maintenance of office equipment including a payment of £500 for the Franking machine annual maintenance agreement.
  - 4.1 Given the substantial value of this spend Sandra, Lorrae and I undertook a review to decide if we should continue franking our own mail or use other methods. Decision was that to continue franking our own mail, with the backup of a maintenance agreement in place, made sense for this year but that a similar review should be undertaken before paying for renewal of the agreement next year.
5. Discussions have occurred re receiving money from Groups.
  - 5.1 We are agreed that we do not want to receive cash and that we should be discouraging group leaders from accepting this too. However Sandra reports that money has been deposited in the office safe. This also raises the issue of office access / number of keys in issue and whether we should consider the practicality of changing the locks and regaining control of who has access and thus Covid control.
  - 5.2 Having discussed the position with various people concerned we have decided that we can accept cheques delivered to Clifford Street or electronic transfer of funds to our bank account. Alison and Rosemary are aware of bank details.
  - 5.3 It is also possible to bank cash or cheques into our Co-Op account but, with the closing of the branch in York this will only be possible, without incurring fees, through the Post Office from 26 November. We need to use our own specific deposit forms so if any Group would like to do this please let me know and I will organise a supply for them.
- 6 We have healthy bank funds of £81k at the moment but should remain cautious given the very significant degree of uncertainty in projecting both income and expense this year.

- 6.1 We have received details of Co-Op signatories in place and I have a significant form filling exercise on my hands to remove redundant names which will require as many signatories as possible to sign!  
Proposal is that Steve Russell is also set up as a signatory.
- 6.2 As far as I am aware, Sheila has not yet heard back from Scottish Widows re steps needed to ensure we can operate the Deposit Bank account they hold as signatories have lapsed and current signatories need to be established.
- 7 Sheila has confirmed that she has now received the final information she needs from Groups for the year to 31 July and that she hopes to deliver our accounts to the Independent Examiner on Friday this week.

Ren

**U3A Finance Statement as at 12 October 2020**

General Fund	2020/21		2019/20
	As at 12 Oct	Whole year plan	Last Year's total
		£	£
<b>Receipts</b>			
Subscriptions	11,923	16,200	29,595
Gift Aid		3,240	4,858
Groups room income	30	2,500	5,259
Saturday meetings		600	1,380
Other		-	1,966
<b>Total</b>	<b>11,953</b>	<b>22,540</b>	<b>43,058</b>
<b>Payments</b>			
Friargate rent		10,300	6,801
Rent for Garden room etc	60	600	1,242
Former HM room/rent support	847	3,000	2,802
Office costs	586	2,000	1,672
Postage & Franking Machine	706	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
Pay Pal Fees	235		
Other	2	200	265
<b>Total</b>	<b>2,436</b>	<b>35,550</b>	<b>32,677</b>
<b>Net surplus / (Spend)</b>	<b>9,517</b>	<b>(13,010)</b>	<b>10,381</b>
<b>Balance carried forward</b>	<b>81,442</b>	<b>58,915</b>	<b>71,926</b>

	Nominal	
Current Account	40,206.11	Bank Blce less rec = Nominal
Scottish Widows	41,235.44	Per statement as at 1.4.20
	81,441.55	

## NEWSLETTER EDITOR'S REPORT

14 OCTOBER 2020

I liaised with John Powderley after the last meeting and I will do so again prior to issuing the December edition. He has provided me with a template for my use.

An email address for me has been set up. I can be found at [editorYorkU3A@gmail.com](mailto:editorYorkU3A@gmail.com). My 'ghost' email is also working.

I've already received some potential content from members. I'm sure that if anyone from the committee has something they wish to contribute/communicate they'll pass it on to me.

The deadline for copy for the December edition is Monday 16 November. Although this will be a NewsMail rather than a printed copy and we could therefore theoretically extend this date, I would prefer not to on this occasion as it gives me more time to get used to the system.

I'm proposing that the December edition will continue along the same lines as before but I'm intending to ask the committee and the membership as to whether there are any changes and/or improvements they would like to see implemented going forward into 2021.

Nick

### Report from Talks Secretaries

Zoom Talks – going well and we now have over 70 on Distribution List. Tom has successfully recorded [No 1](#) and uploaded onto Googledrive so that Lorrae can make it accessible to those who ask for them [He failed to record No 2 but Mike Waller is prepared to repeat it.](#)

**Question:** Should we put the Zoom link on the email to everyone which alerts members to the next Talk?

### Programme of Lectures:

Jan-July now in place (Anna is replacing the may one - originally Bishop James Jones- by Joanna de Groot on Middle East history. [Still a question over June and July – July man does not want to Zoom.](#)

**Question:** What should we do about December?

Anna and Peter