

## YORK U3A

### MINUTES OF MEETING HELD ON 11 NOVEMBER 2020 via ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Anna Baldwin, Ren Buss, Nick David, Hilary Davies, Peter Jarman, Sandra Mason, Janis Oxtoby and Steve Russell.

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

David Maughan Brown welcomed all to the meeting. David extended a particular welcome to Steve Russell who was attending his first committee meeting. Apologies for absence were received from Paul Howarth and Rosemary Royds Tree.

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

The minutes of the meeting held on 14 October 2020 had been approved as a correct record via their prior circulation to the members of the committee.

Lorrae reported that she had sent a draft of the Covid risk assessment to members. She also confirmed she had spoken to Eve Birch who was retaining the office keys until they could be handed over to a new Office Co-ordinator.

Mike said that he had sent out an email about the new branding but had not carried out any further research. It was agreed that there was plenty of time to investigate this. He also reported that he had not yet received any minutes from the two AGMs which he had attended, although the TAT minutes would be available on their website.

Ren was in the process of giving Nick detailed individual costs for last year's Newsletter.

Nick confirmed that the availability of courses would be in the December newsmail and Lorrae confirmed that she had turned off the hearing equipment in the office.

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

It was agreed that the Covid-19 risk assessment should be kept as an ongoing item on the agenda but there was nothing to add at present.

#### **4. AGM PLANNING**

It was agreed that the AGM should be held on 13 March 2021, following the Saturday talk by Jane Reynolds, with a target starting time of 11.45. A small working group of David, Mike and Lorrae would organise the event and it was agreed Ren would inform the independent examiner of the date when the accounts would be required for the meeting. David's report would, of course, include thanks to this year's several retiring committee members.

ACTION: DMB, LA, MB, RB

## 5 COMMITTEE MEMBERS' REPORTS

### Chairman

David reported that he was receiving opportunist circulars advertising online talks for groups and individuals, ranging from around £100 for a group to £6 for an individual talk. Peter and Anna said that they did not use unknown speakers for their talks and it was agreed that it would be preferable to put information and links about individual talks on the group's online 'lockdown' page and in the December Newsmail in order that members could decide for themselves if they wished to buy an individual talk. David agreed to send any information he had received from YOPA to Anna.

David had received a request from the British Nutrition Foundation for members to help with a questionnaire in relation to food labelling. It was agreed that this should also be made available to members via the 'lockdown' page and in Newsmail.

ACTION: LA, ND, DMB

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

Anna reported that Peter Addyman had now rehearsed his lecture with the help of his son. She felt that a £75 fee, rather than the usual £50, was deserved in view of the exceptional circumstance that this had involved substantial extra preparation time for Dr Addyman who had had to spend part of Tuesday morning with us learning how to use Zoom. The fee would, as usual be donated to a charity, in this case the York Civic Trust. The committee agreed. There were now 180 people hoping to attend the lecture.

Anna agreed to contact Rosemary and ask if she would be prepared to help both her and David to attempt to organise a Christmas celebration meeting via Zoom. A quiz was one possibility mentioned.

ACTION: AB, DMB, RRT

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

Ren reported that the last year's accounts were now with the independent examiner and that the present cash at bank looked very healthy

It was agreed that David and Ren should talk with Sheila in the future about the equity of our subsidy to the different groups having to pay for the use of external recreation facilities, such as croque and bowls.

ACTION: DMB, RB, SW

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

Nick had nothing else to report but reminded members that the deadline for the next Newsmail was Monday 16 November. He would be liaising with John Powderley over the template for the publication.

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

Rosemary was unable to attend the meeting but the committee noted her report.

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

Although Sandra had received nine renewals and one new membership application in the previous week, she felt that things were slowing down and she did not expect many more. She explained that there was little feedback on why members had resigned except some had said that there was not much activity at the moment. She was about to email 247 members who had still not renewed but, again, would probably not receive any feedback. Anna wished to record thanks for the enormous task Sandra had undertaken and Sandra in turn reported that it was a joint effort with Lorrae who had sent out the cards and letters. Beacon would make the process much easier in the future and reduce the workload. David thanked them both on behalf of us all for the invaluable work they had carried out in the transition to Beacon.

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

Lorrae had little to report on the website. She had received a lot of positive comments and thanks from members about the Chairman's recent communication sent out to members.

Lorrae had found a way to share the ProZoom account amongst Group Leaders. There were now 35 groups who met on Zoom and four or five of these were happy to use the free 40-minute account, with breaks and renewals if necessary. There were five to eight Group Leaders who were planning to make use of the Pro account but this had limitations in cases where timings clashed and three Group Leaders had bought their own accounts at a cost of £150pa or £15 monthly. Of these three, one member was subsidised by the group because of its use for Saturday talks, one was being paid for by group members and one was being paid for by the Group Leader. When contacted about Pro, Lorrae had initially suggested use of the 40-minute free version, and offered the free Pro version to groups with a specific need (eg the Science and Society Group) and negotiated times. It was agreed that the working group on equivalence (mentioned in the Treasurer's report) should discuss the matter further and come back to the committee with a suggestion of a threshold number of group members whose group could claim assistance with the cost and, if necessary, retrospective payments could be paid. Anna pointed out that large meetings of more than 100 people required a £50 extension and the group had already purchased such an extension for the Saturday morning talk by Peter Addyman.

**ACTION:** DMB, RB, SW

## **7. ANY OTHER BUSINESS**

Lorrae reported that she had found an out-of- date list of office keyholders and had attempted to find out whether they still held keys. 65 members confirmed that they had previously had keys but 28 had not replied. Some said they had returned the keys but there seemed to be no definitive list of keyholders. It was suggested that a number-pad on the door might be more secure and it was agreed that this task could be passed on to a new office co-ordinator when appointed.

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

Wednesday 9 December at 10am

## **Written Reports**

### **Membership Secretary's Report - November 11, 2020**

#### Statistics

- 1,394 members, including 22 new members
- 747 members renewed online and 625 members renewed by mailing their payments to the office
- 120 members resigned
- 300 members have not renewed their membership, 247 have email and 53 do not have email.

On November 16<sup>th</sup> I will send 247 final renewal reminder emails.

During the current lockdown I will be picking up the mail once a week and processing the renewals at home. I will not be going into the office.

### **Treasurers Report for 11 November 2020**

1. Numbers up to yesterday Monday 9<sup>th</sup> November are attached.
2. A further £1.8k subscription income has been received and Sandra reports potentially 255 members yet to renew. We currently stand at £13.7k of subscription income so may yet just meet Sheila's plan estimate of £16.2k for the year.
3. Costs of £571 have been recorded this month covering Zoom and phone but the largest element was for the final 50% contribution to Croquet Lawn fees of £460.
4. Since receipts exceeded spend bank balance now stands at £82,703.

5. Sheila has confirmed that she has delivered the Accounts for the year to 31 July to the Independent Examiner who is currently very busy. If we anticipate needing the accounts before March we need to let them know.

Ren

**U3A Finance Statement as at 9 November 2020**

General Fund	2020/21		2019/20
	As at 9 Nov	Whole year plan	Last Year's total
		£	£
<b>Receipts</b>			
Subscriptions	13,727	16,200	29,595
Gift Aid		3,240	4,858
Groups room income	57	2,500	5,259
Saturday meetings		600	1,380
Other		-	1,966
<b>Total</b>	<b>13,784</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	1,307	3,000	2,802
Office costs	697	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>3,007</b>	<b>35,550</b>	<b>32,677</b>
<b>Net surplus / (Spend)</b>	<b>10,777</b>	<b>(13,010)</b>	<b>10,381</b>
<b>Balance carried forward</b>	<b>82,703</b>	<b>58,915</b>	<b>71,926</b>

Nominal

Current Account	41,467.11	Bank Blce less rec = Nominal
Scottish Widows	41,235.44	Per statement as at 1.4.20

## **Group Co-ordinator's report for Committee meeting on 11 November 2020**

Alison has now arrived in New Zealand and is enjoying (perhaps not *quite* the right word) the delights of quarantine in Auckland. She has had some conversations and correspondence on WhatsApp with both me and with Lorrae so she will not be missing us too much.

She provided me with a final handover of the paperwork she had inherited or amassed, some of which is for the proposed archive, some for the days when we start face-to-face meetings again and still more useful pieces of equipment and documentation. She has been a fantastic mentor and support as I have picked up the role and I am most grateful for all her efforts. I am still getting to grips with the delights of Google Drive but so far I have managed to find most things I have needed.

I have added a few new copies of signed Risk Assessments for the FMH and outside venues to the storage on the shared Google drive.

It has been a busy month for Groups and for Group Leaders, as they accustomed themselves firstly to dealing with the requirements of the new system of Tiers and then shortly after with the delights of lockdown. They seem to have become used to the making of changes at short notice and many groups have been able to use a number of strategies to continue as things changed. There have been surprisingly few complaints and comments this time. David has kept them all up to date with both government and TAT guidance on a regular basis and the Committee will have received a copy of the document sent to Group Leaders when we entered the Covid Level HIGH Tier. Two further communications have been sent to GLs since then, copies below.

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### **Christmas Get-Together**

Dear Colleagues

There has been a proposal that in December this year we consider creating a zoom meeting along the lines of the Saturday Talks but coming together online in the absence of our usual U3A Christmas celebration.

Part of the event is envisaged as a number of "breakout" zoom sessions on different topics or activities. If your group has some interesting tales to tell, work to demonstrate or topics to discuss or consider that might work in such a format then please do get in touch with Anna Baldwin by email to [baldwinyork@btinternet.com](mailto:baldwinyork@btinternet.com) to discuss it. She would be pleased to hear from you and talk about it further.

Please do not feel under pressure to contribute to the event though. The U3A is very appreciative of all the work Group Leaders do during the year and the wonderful benefits it provides for our members, particularly in the face of Covid management challenges this year.

If, however, there is some aspect of your classes of which you are particularly proud then this may be a chance to showcase it to more U3A members.

With thanks to you all as always

Rosemary

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## **An Opportunity to develop Zoom capacity**

Dear Group Leaders

On 11th November the U3A committee will discuss options to improve support to those of our group leaders using, or wanting to use, Zoom for meetings during the pandemic.

Many of you have said you are happy using the free account from Zoom that allows a 40 minute meeting that can be restarted if more time is needed to complete the meeting, however sometimes this can be a bit disruptive to the flow of a meeting.

If you would like access to a longer Zoom meeting without restarting then we might be able to organise this through the York U3A committee's Pro account, although only one meeting can take place at a time

If you are interested in this option please email Lorrae on [webyorku3a@gmail.com](mailto:webyorku3a@gmail.com) giving her the following information:

- 1) What is your name and the name of your group
- 2) What day of the week and time of day do you ideally want to meet
- 3) Can you be flexible about days and times to meet? Are you able to give her an alternative day and time in case of clashes?

She will then see how many GL's this would help, work out if there are time clashes to be accommodated, and establish if there is going to be sufficient demand.

If there is enthusiasm for it then the committee could be asked to consider paying for a second account to let us do this.

**Please let Lorrae know by 10th November.**

Rosemary Royds Tree  
Groups Co-ordinator

## **Report from Talks Secretaries? Nov 2020**

- Henry Mills Lecture: Nov 12<sup>th</sup>
- We had a rehearsal with Peter (and his son), David Tom, Lorrae and Anna and hope that the powerpoint will run smoothly. This talk has attracted interest from about 150 members and Lorrae has therefore taken over registering them for the Zoom Talks, much to my and Peter Jarman's relief. I have extended the Zoom account for the month of November to allow 'large meetings' of 500 (cost £50) and Lorrae has invited Members to give her the names of interested guests. Tom has been reimbursed for this and for the regular Talks on Zoom (£5 each).

I have offered Peter Addyman a honorarium of £75 as it is our most significant lecture this year and as he is finding the process very challenging.

- Christmas Gala: I have advertised this in the Newsletter and with the Email to all members, but have not had much interest. I will advertise it again on Saturday and write to some individuals next week. I would like a small group of us to review the situation in 2 weeks (me, Rosemary, another?)
- The Talks programme for January to May is in place and can all be on Zoom. June and July will hopefully be in person as one of the speakers does not Zoom.

Anna