

YORK U3A

MINUTES OF MEETING HELD ON 9 DECEMBER 2020 via ZOOM

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

1. WELCOME AND APOLOGIES FOR ABSENCE

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

2. MINUTES OF THE MEETING AND MATTERS ARISING

The minutes of the meeting held on 11 November 2020 were approved as a correct record.

The special group for AGM planning had met and its recommendations are reported in Item 4 of the minutes. Other arising items were included in the reports from the Talks Secretaries and the Treasurer.

3. COVID-19 RISK MANAGEMENT

It was agreed that the Covid-19 risk assessment should be kept as an ongoing item on the agenda. Rosemary circulated to Group Leaders in relation to the movement into Tier 2T, although this didn't make much difference to anyone apart from the groups who were meeting outside. Future changes would be considered when, and if, York moved into Tier 1.

4. AGM PLANNING: two discussion reports from Mike are appended

Mike had sent out two documents for the agenda. The first document had asterisks indicating the election of five members (Nick David, Steve Russell, Ren Buss, Rosemary Royds Tree and Mike Barnard) who were already on the committee and two who were retiring (Sheila Wilson and Paul Howarth), as prescribed in the Constitution. It was agreed that the election would be done in situ; Lorrae would count votes and Mike would ask for hands to be raised physically. It was expected that the motions would receive a significant majority so there was no expectation of the necessity for a full count but, if indeed this was the case, the hand raising would be repeated and Lorrae would count them. The committee all agreed with this proposal.

The second document was a simple plan. Sandra commented that she would need to produce address labels and Mike agreed to insert this addition. Since it would be difficult to be absolutely sure that everyone at the meeting was entitled to vote, it was agreed that a degree of trust was necessary and that, in any case, it was hardly likely that any of the nominations would be hotly contested or there would be any controversial issues on the agenda. A discussion followed on the use of possible Zoom features to carry out the voting procedure but it was agreed that this might be difficult for some members and the raised physical hand would be best.

Mike said that nothing further would now be happening until January when David would be putting out his New Year circular. He also confirmed that he had received the required information from the Treasurer and that this would be her final submission unless the independent examiner had any further comments.

The sub-committee on AGM planning would meet again a week before the next committee meeting when an update would be available to committee members.

5. COMMITTEE MEMBERS' REPORTS

Chairman

David said that he was planning to send out his Christmas greeting email before Saturday and would be able to add any additional matters raised as a result of the committee's meeting.

ACTION: DMB

Talks Secretaries: a report from Anna and Peter is appended

Anna reported that following Glennis Whyte's talk, participants would be randomly assigned to breakout rooms for the quiz, followed by muted carol singing with Nick playing the piano.

Discussion followed on whether the Zoom account should be extended to accommodate more than 100 people at one time. 81 members were attending the Christmas cracker, 55 had not replied and it would be difficult to extend further invitations to all these people with a limit of 100 on Zoom use. Ren suggested that on this occasion it would be acceptable to pay £50 for the extra room use. This was agreed.

Lorrae agreed to send off a one-off mass email in January to mention the Saturday morning railway talk on 9 January and to offer Zoom training a couple of days before that date to anyone who needed it. Anna suggested that members needing help could be given a list of telephone numbers of committee members who were prepared to talk them through the procedure. Rosemary, Ren and Anna offered to help and Lorrae would be in touch with more details.

Anna reported that she was trying to swap the March and May speakers and would continue to pursue this. She thanked Lorrae for all her support with the Christmas cracker.

It was not yet possible to determine when the Saturday talks could recommence in the Central Methodist Church.

ACTION: LA, AB

Treasurer: a report from Ren is appended.

Ren reported that slightly more money had been received than expended in the past month.

She reported that Lorrae, Sandra and herself were finding the Co-op bank very difficult to deal with and suggested a change to an alternative bank. Lloyds Bank was suggested although there was some concern at any charges which may be applied and she therefore agreed to check if this was the case and also investigate the Charities Aid Foundation Bank. It was agreed that a change should take place even though there may be a risk of having to change again in the future. It was confirmed that the signatories had not yet been changed on the deposit account.

Ren reported that members were now using home printers more often and it was agreed that they should have the choice of reimbursement for occasional cartridges and reams of paper or, alternatively, charge the group 5p for a black and white copy or 10p for a colour copy. Mike agreed to send details to Ren of the supplier of the cartridges which he used.

ACTION: RB, MB

Newsletter Editor: a report from Nick is appended.

David said that the cover photograph on the recent Newsmail had been particularly good and thought that it should be attributed. Nick said that he would do this on members' photographs in future but since this photograph was the work of his son he did not feel he should do that on this occasion.

Nick asked if there was any feedback on the recent Newsmail since there was a possibility it had given problems in PDF format. None were reported by members but Lorrae said she had received several favourable comments from members on the publication. Nick reported that in future he would set a date for amendments to the copy before publication.

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

Rosemary reported that she had received many comments following the death of a Group Leader. The committee were reminded of a recent decision not to publish obituaries in Newsmail but it was agreed that the many nice comments sent by members should be passed on to Group Leader's wife without giving names.

ACTION: RRT

Membership Secretary: a report from Sandra is appended.

It was agreed that the grace period for renewing membership in future should be amended to two months.

Sandra reported that she would write a posting for the Assistant Membership Secretary position which would be ready for David's January email detailing committee member vacancies. She would also start writing the Membership Secretary's Procedure Manual. There followed a discussion on whether this should be a Trustee position and it was felt that this should be the default because of GDPR.

ACTION: SM

Website Manager

Lorrae reported that the system was just about sorted for sending out mass emails and communications were going well. It is much more interactive, as members were asking questions and replying and only one or two people a week were now ringing the office. Anna commented that the new questionnaires were working well and many compliments had been received on Peter Addyman's talk. The questionnaires would be used again when it was appropriate.

6. ANY OTHER BUSINESS

David thanked everyone very much for all their work during what had been a difficult year and wished them all the best for Christmas and the New Year.

7. DATE OF NEXT MEETING

Wednesday 13 January 2021 at 10am

Written Reports

December 12th Christmas Cracker

This December we will hold a special event by Zoom which we hope will be a good festive substitute for the usual Concert (joining information at the bottom of this notice). The programme will be:

10.30: Strange and Ghostly Stories of York's Treasurer's House

A talk on Zoom by Glennis Whyte (Treasurer's House (National Trust))

11.00 Christmas Quiz

Members are placed randomly into Zoom 'breakout rooms' (small groups who can talk more easily than in a large meeting) which form teams. Each room will also include a Member who has been given a set of questions to ask. The team answers these together over the next 30 minutes.

11.30 Return to main room for the answers, discovery of the winners,

11.50 Stephen Lusty will remind us of the wonderful U3A Choir and and Nick Morrice will play a couple of carols to sing together (though muted).

12.00 A Christmas farewell from the Chairman

Lorrae Atkins (webyorku3a@gmail.com) will be sending out a general Communications email about this at the end of November. Members who have not already been added to the Talks distribution list to receive the zoom link should contact Lorrae directly.

Treasurers Report for 9 December 2020

1. Numbers up to close of business on Monday 7th December are attached.
2. A further £630 of subscription income has been received and we currently stand at £14.4 k of subscription income compared to Sheila's plan estimate of £16.2k for the year. Sandra reports that she does not expect many more renewals although 232 members have not yet renewed their membership.
3. Costs of £275 this month include Peter Addyman's £75 honorarium for the November Saturday talk plus various office and postage costs.
4. Since receipts marginally exceeded spend, bank balance now stands at £83,058.
5. Sandra has highlighted that although banking via the Post Office (since the Co-Op branch in York has now closed) is relatively easy it will delay receipts being recorded by circa a week – the first deposit made 3 Dec has not yet appeared on our bank statement. Given this delay, plus the poor/slow online functionality of the banking App and very prolonged delays holding on the phone to speak to customer service, is it worth considering moving our banking to another bank?

6. With the continued closure of the office it has been suggested that committee members be reimbursed for printing now undertaken at home. Suggestions are to permit claims based either on a per page cost and /or reclaim of cost of supplies used of paper and printer ink.

Photocopying in office costs 0.05 p per black and white page and 5p per colour page. Suggested per page cost for home printing is 5p or 8p for black and white and 10p for colour. Views please as to what policy should be adopted.....

7. Sheila has kindly prepared and circulated to the AGM co-ordination team draft numbers for the year to 31 July 2020 in the format she used last year for members. This format differs significantly from the formal returns we are required to prepare and is far more informative. As already notified Accounts for the year to 31 July are with the Independent Examiner who has confirmed he will sign off before our AGM in March.

Ren

U3A Finance Statement as at 7 December 2020

General Fund	2020/21		2019/20
	As at 7 Dec	Whole year plan	Last Year's total
		£	£
Receipts			
Subscriptions	14,357	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
Total	14,414	22,540	43,058
Payments			
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	832	2,000	1,672
Postage & Franking Machine	761	3,000	4,270
Equipment		2,000	1,516
Newsletter		3,000	1,635
National magazine		1,800	1,930
Saturday meetings	75	1,500	2,141
Third Age Trust		6,000	6,279
Beacon fee		1,800	1,794
Independent examiner		350	330
Pay Pal Fees	242		
Other	5	200	265
Total	3,282	35,550	32,677
Net surplus / (Spend)	11,132	(13,010)	10,381

Balance carried forward	83,058	58,915		71,926

	Nominal	
Current Account	41,823.03	Bank Blce less rec = Nominal
Scottish Widows	41,235.44	Per statement as at 1.4.20
	83,058.47	

NEWSLETTER EDITOR'S REPORT

9 DECEMBER 2020

A couple of points to deal with following the publication of December's NewsMail.

Some members were reporting that there were blank areas and page misalignments. I suspect that this was in relation to the draft I sent out in Word and that the integrity of the document depends on which browser and/or device you choose to view it on. Hopefully this will have been sorted out once it was converted to a pdf. Please let me know if there were any such issues in this format.

Secondly, some requests for amendments to the draft were received after we had committed to publication and were not picked up in time. In order to rectify this for the February edition I'm proposing to ask for amendments to be with me by a certain time and date so that I can ensure their inclusion.

If you have any other comments you'd like to make, do let me know.

Nick

Group Co-ordinator's report for Committee meeting on 9th December 2020





I'm afraid I haven't very much to report this month so thank goodness for Anna and the Christmas Cracker for us all to look forward to.

We began the month with the news of the unexpected death of a long-serving Group Leader, Mark Ewbank (History of Architecture), who passed away suddenly as a result of complications following a ruptured aortic aneurism. I was able to send an email to all the members of the group from Beacon very easily, and I also telephoned the few members who were flagged in Beacon as having no email. There were a large number of emailed responses and some telephone calls. I did not know him personally but he seems to have been a very well-liked GL who will be much missed. I am hoping to be able to find someone else from within the group to pick up the popular classes.

The Group Leaders are becoming very fast on their feet when it comes to coping with some of the seemingly random changes to what they are and are not supposed to be doing. The classes operating with Zoom seem to have settled into a steady pattern and some of the walking/outdoor groups started again from 2nd December.

I sent a brief message just to GL's after Lockdown was lifted with a link to the useful graphic on the TAT web pages <https://u3a.org.uk/covid-19-advice-on-u3a-activities> that can be shared with group members or used

to clarify queries. I know a couple of GLs have been in touch with other members of the Committee too but generally they seem to be getting on with things stoically.

Guidance for England from 2 nd December 2020	Tier 1: Medium Alert Level	Tier 2: High Alert level	Tier 3: Very High Alert Level
 <p>How many people outdoors</p>	Up to 6 people can meet socially outdoors which includes meeting in gardens, parks and public spaces. Maintain social distancing. Small interest groups of up to 6 can meet outdoors	Up to 6 people can meet outdoors, this includes meetings in gardens, and public spaces, Maintain social distancing. Small interest groups of up to 6 can meet outdoors where appropriate measures are taken	Up to 6 people can meet outdoors this includes public spaces and parks but not in private gardens. Small interest groups of up to 6 can meet outdoors in public spaces where appropriate measures are taken
 <p>Meeting Indoors</p>	A maximum of 6 people from different households can meet indoors. Small interest groups of up to 6 can meet indoors where appropriate precautions are taken	You must not socialise with anyone outside of your household or support bubble in any indoor setting, including in the home or public spaces. Therefore, only virtual or hybrid interest groups can take place at this time	You must not socialise with anyone outside of your household or support bubble in any indoor setting, whether at home or in a public space Therefore, only virtual or hybrid interest groups can take place at this time
 <p>Travel</p>	You can continue to travel to venues or amenities that are open. When travelling plan ahead or avoid busy times and routes, walk or cycle if you can. Avoid travel into tier 3 areas	Reduce the number of journeys you make where possible and avoid travel into tier 3 areas unless necessary for work, education, healthcare etc.	Avoid traveling out of the area unless necessary for work, education, healthcare etc. Reduce the number of journey's made where possible.
 <p>Permitted activities within different Tiers</p>	Exercise classes and organised sport can take place outdoors following an appropriate Covid risk assessment. Indoor exercise groups following an appropriate Covid risk assessment can meet in a Covid-Secure venue if the rule of 6 is followed.	Exercise classes and organised sport can take place outdoors following an appropriate Covid risk assessment. People can participate in a single indoor organised sport activity such as exercise classes if they can stay separate and distinct from any other households and avoid physical contact and proximity.	Exercise classes and organised sport can take place outdoors following an appropriate Covid risk assessment, but avoid higher risk contact activities. People can participate in a single indoor organised sport activity such as exercise classes if they can stay separate and distinct from any other households and avoid physical contact and proximity.

Membership Secretary's Report – December 7, 2020

Membership

- 1,448 members, including 27 new members
- 768 members renewed online and 653 members renewed by either mailing their payments to the office or making bank transfers, which we were not allowing this year.
- 137 members resigned, 1 member will resign at the end of December
- 232 members have not renewed their membership, 183 have email and 49 do not have email.

Renewals have tapered off and I don't expect many more renewals.

Grace Period for Renewals

For this exceptional year we allowed a grace period of five months. I would like to get agreement from the committee for the 2021-2022 grace period. I suggest 2 months, Lorrae suggests 1 month.

Banking

The York branch of the Co-operative bank closed at the end of November. Now deposits have to be made at the Post Office. I made my first deposit on December 4th. It is a simple procedure, the paying in slip and cheques have to be placed in a special envelope with our bank details written on the front, the cashier stamps the envelope and gives you a receipt for the envelope. I have ordered a supply of envelopes from the bank and I assume that our

account details will be printed on the envelopes. I was told that it would take a week for the funds to reach our bank. Ren will be looking out for the deposit.

Sandra Mason