

YORK U3A

MINUTES OF MEETING HELD ON 13 JANUARY 2021 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, Mo Sandland, Rosemary Royds Tree and Steve Russell.

1. WELCOME AND APOLOGIES FOR ABSENCE

David Maughan Brown welcomed all to the meeting, especially Mo Sandland who had agreed to take on the position of Assistant Membership Secretary. Apologies for absence were received from Paul Howarth.

2. MINUTES OF THE PREVIOUS MEETING AND MATTERS ARISING

The minutes of the meeting held on 8 December 2020 were approved as a correct record.

David thanked Anna for her organisation of the Christmas Cracker which had been a great success and she, in turn, thanked everyone for their help.

3. COVID-19 RISK MANAGEMENT

It was agreed that there was nothing to add at the moment and the committee would continue to meet via Zoom.

4. AGM PLANNING

Sandra commented that the role of Assistant Membership Secretary was a new one and it was agreed that the wording on the draft AGM Notice should be changed as necessary.

Anna suggested that the title of the role of IT Co-ordinator was misleading and Equipment Manager might be more appropriate and make the post more attractive. Lorrae pointed out that Doreen McGill and a group of friends would deal with any IT issues for Windows or Macs and information about this service was on the group's website. It was suggested that when the AGM was advertised in the next Newsmail, details of the change of name of the IT Co-ordinator's role to that of Equipment Manager should be included and the availability of separate IT assistance could be mentioned. It should also be reported that Mo had now been offered and accepted the Assistant Membership Secretary role. Anna agreed to send Nick some information on the Saturday talk which will precede the AGM.

Rosemary felt that the inclusion of the word 'office' in connection with the 'phone number might imply that the office is open and staffed, and it was agreed that Lorrae would give Mike the exact wording to let members know that messages, which would be retrieved every day, could be left on the York U3A phone number.

Sandra had produced a brief list of Assistant Membership Secretary duties which she had passed on to Mo and was now working on the procedure manual. Mo agreed that she was

happy to be elected as a Trustee at the AGM and Mike would send her relevant information and forms. Mo would be a co-opted Trustee until the AGM.

The sub-committee on AGM planning would meet again on 1 February and the Notice would be going out to all members in mid-February. All committee members agreed that they were happy for their names to go forward to propose and second the appointments of new trustees and David agreed to pass the names of proposers and seconders on to Mike.

Mike agreed to make the necessary four changes and to send out a second draft to the committee. He also pointed out that the Constitution stated that there could be only 12 trustees and it might be necessary in future to have 'invited' members if this number was likely to be exceeded. He would keep the committee informed as more appointments were made.

ACTION: DMB, MB, ND, AB, LA, SM

5. COMMITTEE MEMBERS' REPORTS

Chairman

The Chairman had nothing to report except to say that the last Saturday talk went extremely well and sent thanks particularly to Lorrae, Anna and Peter for putting it on.

Talks Secretaries: a report from Anna and Peter is appended

Anna and Lorrae both felt that blended (speaker in the Central Methodist Church and on Zoom) Saturday talks were the possible way forward. There were people who enjoyed the social aspect of meeting in the hall, while others, found the Zoom meetings helpful. There were many comments to this effect on the group's Facebook page and, in addition, occasionally the hall was not large enough to accommodate the growing attendances. Anna suggested that a £50 Zoom upgrade would be needed for all meetings which was still less expensive than an upgraded annual package.

It was agreed that a provisional booking for the Central Methodist Hall should be made for the June and July talks as well as the talks from September onwards. It was agreed to aim for experimental blended meetings for June and July but to make these the norm from September. The talks could also be recorded if they were on Zoom and if it was found that additional equipment was needed this would be useful information for future planning. Peter to make bookings

David said that he was worried the March talk might not attract sufficient interest to provide a quorum for the AGM that followed. Anna thought that there would be a lot of local interest and agreed to provide Nick with an attractive paragraph about the talk. With reference to the talks Anna suggested that Nick might also include a mention of the possibility of having blended meetings, along with recordings, in future. It was noted that the audience on Zoom was, at present, restricted to members. Lorrae reported that she had received two individual requests to pass on a talk to a relative and she had given permission to forward to only one other person. The talks were not public meetings and if they were to be available more widely in the future a decision would need to be made on whether revenue

could be earned from this additional distribution. A video operator would be needed in the Central Methodist Hall and technical advice required on additional equipment. It was agreed that Nick could include a request for help from anyone with relevant technical expertise to assist with the selection of further equipment which might be required

ACTION: AB, PJ, ND

Secretary

The AGM was previously discussed under item 4 but Mike added that if the AGM were not quorate it could be held again three weeks later when a quorum would not be necessary. Lorrae commented that members tended to leave after the talk and not stay for the questions and David agreed that when he introduced the talk he would ask members to remain for the AGM.

Mike mentioned that several private organisations were sending him information on various classes and talks etc. directed at individuals or the group as a whole. After discussion, when disquiet was raised about passing what were essentially unverified emails on to members, it was agreed that Mike would initially pass these on to David who would then distribute them to the committee as he saw fit.

Treasurer: a report from Ren is appended.

Ren reported a healthy balance at the bank but pointed out that the major expenditure on the rent, Beacon and TAT occurred towards the end of the financial year.

It was suggested that a question might arise at the AGM concerning the amount of next year's subscription. It was agreed that it would be difficult to forecast this in such difficult and uncertain times but that it would probably be reasonable to give an assurance that it would not show an increase on the 2019/20 amount of £17.

It was agreed that Mike would look after the insurance policy/certificate and that the policy should be posted on the website once a query about the policy end date had been answered.

The Group Leaders' manual was being rewritten by Rosemary and Ren had provided comments on the draft. She suggested that Lorrae and Sandra may wish to do this too.

Ren reported that she had been researching alternative bank accounts but the choice was complicated by the possibility of future negative interest on some accounts and the difficulty in making contact with banks over the Christmas period. A list of signatories for the Co-op bank account was now complete and similar information was being sent to the office by Scottish Widows.

It was noted that the present year's reduced subscription of £10 covered a £1 charge by Beacon, £3.50 for TAT and £2.70 for a TAT magazine. The membership subscription was eligible for Gift Aid. Ren would have this information to hand if there were any enquiries at the AGM.

It was reported that there was no change to insurance for groups.

Newsletter Editor: a report from Nick is appended.

Nick reported that the formal deadline for copy was Monday 18 January but this could be extended nearer to the publication date of 29 January.

Rosemary agreed to ask Group Leaders if they had further contributions for the Newsmail as Nick had only received one from the crime fiction group. ACTION: RRT

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

Rosemary reported that she was now completing the last section of the groups booklet relating to finance. She hoped it would not be necessary to produce many hard copies since the information was often changing in the present situation.

Rosemary reported that Alison was occasionally receiving emails from David, Anna and herself to her Outlook address and asked if members could always use her Gmail account. Since the origin of these emails seemed to be a mystery, Rosemary agreed to ask Alison for more details.

ACTION: RRT

Membership Secretary: a report from Sandra is appended.

Sandra reported that there had been five renewals which she had collected from the office and one new member via Beacon. She was intending to raise a ticket with Beacon since there seemed to be no alert on the system to indicate a new member. There were now 1477 members. It was agreed that a new members meeting should be held by Zoom on Wednesday 27 January at 2pm. David, Anna, Lorrae, Rosemary, Ren, Sandra and Hilary agreed to attend and Sandra would send out an invitation to new members who have not previously attended a meeting. She would then give a list of attendees to those committee members assisting, together with a format.

Sandra reported that she was working on the procedure manual for the Membership Secretary's duties and had completed ten pages so far.

After a discussion about contacting lapsed members when renewals went out in August, it was agreed that an Office Manager would need to be in place before this could be contemplated. Five communications had already been sent out to lapsed members during the present year.

ACTION: SM

Website Manager

Lorrae had nothing to report. She had received one enquiry from a member of another u3a group who wished to have access to Saturday talks. Lorrae suggested that she would inform them they would need to join our u3a if they wished to have such access.

Travel

Hilary reported that the group was very keen to start going again and had some ideas and possibilities. She agreed, after having consultations with other travel group members, to produce an article for Newsmail asking members for travel ideas.

8. DATE OF NEXT MEETING

Wednesday 10 February 2021 at 10am

Written Reports

IT/AV

There is nothing to report on the AV/IT front. Nobody has contacted me to enquire about the role.

Paul Howarth
Technical Coordinator
York U3A

Talks

I attach the current list of talks for the rest of the academic year. You will see I have not been able to swap Jane Greville with the Mayors but I think I can make their talk attractive to lots of members who will stay on for the AGM. As we had some 130 Members to the January Talk I suggest we continue to buy the 'Large Room' facility for Zoom. As ever many thanks to Lorrae for her support. There are no other outstanding issues until we are able to meet in person though it might be worth asking at the AGM if Members prefer accessing the Meetings on Zoom anyway so that we might return to possible blended meetings next year. Peter and I will be starting to invite speakers for September onwards so it would be nice to have a policy.

All the best
Anna

Saturday Talks in 2021 (titles after March to be confirmed) (All by Zoom until we can return to the Central Methodist Church Hall)

January 9: Robert Gwynne - York and Railways

February 13: Richard Baines – Bird Watching along the Yorkshire Coast

March 13: Mayor Janet Looker, Sherrif Dorothy Nott) and upcoming Mayor Chris Culwick: How York residents help each other during pandemics

April 10: Jane Grenville: revising Pevesner's Survey of North Yorkshire's historic architecture

May 8: Joanna de Groot: Has Iran found its own identity?

June 12: Jean Harrod (diplomat): Diplomacy and Crime Novels

July 10: Tony Waltham: The Geology of the Yorkshire Dales

NEWSLETTER EDITOR'S REPORT

11 JANUARY 2021

I will be starting work on the February NewsMail after Wednesday's committee meeting.

The deadline for copy is Monday 18 January.

I've already been sent some content by members but nothing yet from the committee. If anyone has any communications and/or content they would like to have included, could they please let me have it by next Monday.

As yet, other than a cover photo, I have no pics to include. If anyone has something appropriate I could use to break/brighten up the text, that would be great.

Nick

Treasurers Report for 13 January 2021

1. Numbers up to Monday 11th January are attached.
2. We have received a further £250 of subscription income with Sandra anticipating minimal additional receipts. We currently stand at £14.6k of total subscription income for the year compared to Sheila's plan estimate of £16.2k.
3. Overall this month our spend was minimal with receipts again exceeding spend so that our bank balances increased overall by £136 to £83,194.
4. As Sheila points out our income occurs at the start of our year and we have some significant spend to come with Beacon and TAT fees payable plus we have not yet been invoiced for rent due to the Friends for the year. However we have substantial funds in hand.

Ren

U3A Finance Statement as at 11 January 2021

General Fund	2020/21		2019/20
	As at 11 Jan	Whole year plan	Last Year's total
		£	£
Receipts			
Subscriptions	14,607	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	14,664	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	894	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	125	1,500	2,141
Third Age Trust		6,000	6,279
Beacon fee		1,800	1,794
Independent examiner		350	330
Pay Pal Fees	245		
Other	4	200	265
Total	3,396	35,550	32,677
Net surplus / (Spend)	11,268	(13,010)	10,381
Balance carried forward	83,194	58,915	71,926

	Nominal	
Current Account	41,958.97	Bank Blce less rec = Nominal
Scottish Widows	<u>41,235.44</u>	Per statement as at 1.4.20
	<u><u>83,194.41</u></u>	

Membership Secretary's Report – January 11, 2021

Membership

- 1,471 members, including 32 new members, 4 of these joined online
- 776 members renewed or joined online and 695 members renewed or joined by mailing their payments to the office or paying by bank transfer.
- 140 members resigned
- 12 members are deceased
- 212 members' membership has lapsed. 4 of these members will be renewing their membership.

Office Mail

Keeping to the new lockdown guide lines I'm staying at home as much as possible so I'm picking up the mail about once a week.

Assistant Membership Secretary

Two members expressed interest in this position. When I gave the first member more information about the position she realised that she didn't have the necessary skills. After I'd spoken to Mo Sandland she accepted the position.

When I start training Mo, it would be better if we could meet in the office, hopefully we will be able to do this after the current lockdown. In the meantime, I will cover the day to day tasks in Zoom sessions with screen sharing.

Procedure Manual

I have started writing the procedure manual and I am going to write it as though it is a normal year. I will assume that the office is open, staffed by volunteers and we have a cashier to make the bank deposits. At present I am assuming that we will mail printed newsletters (the August newsletter is mailed with the Renewal Forms), groups brochure and the Saturday Talks Calendar. I know that these three items will be up for discussion later in the year.

Group Leader Beacon Access

This week two group leaders asked me to provide lists of their group members. I suggested giving them Beacon Access in order that they could manage their groups themselves. Now they both have access. I have had positive feedback from one of them, she leads three groups.

New Members' Meeting

We haven't had a new members' meeting for some time, the last one was on August 20th via Zoom. We have 25 new members who have not attended a meeting. Should we set up a meeting? If so, when and which committee members are willing to attend?

Sandra Mason

Group Co-ordinator's report for Committee meeting on 13th January 2021

Happy New Year everyone, and welcome back to Lockdown!

I have spent part of the Christmas Break working on an updated version of the Group Leaders' Handbook and am currently consulting with Ren and Sheila to finalise some parts of it where we have made changes to the financial arrangements.

This document is usually a substantial (20+ pages) paper booklet mailed out to each Group Leader from the Office at this time of year. A copy is also mailed out to any new GLs who start up groups during the year. I am currently planning to have an updated-for-covid version ready for posting on the web pages before I write to the GL's later this month.

I discussed with Alison before she left whether it should continue as a paper booklet in 2021 or whether the wealth of changes driven by the pandemic – substantial even back in October 2020 – could be managed differently.

I would welcome comments from the Committee on whether we should produce and mail out a set of paper copies now as in the past, or whether the need to mail out alterations to it as the conduct of the pandemic requirements change would be better managed online at present.

Alison felt the GLs would rather have the paper booklet. My preference is for the online version for now, just because of the need for constant changes to it as we work our way through the pandemic requirements.

I would be happy to mail out a link to the online version on the web pages as soon as it is ready, with an invitation to request that I supply a paper copy if wanted.

<https://www.gov.uk/guidance/national-lockdown-stay-at-home>

This is a link to the latest government guidance on lockdown as at 5/12/21. It is very comprehensive but a dull read so I am not planning to contact the GL's with it separately but to include it in the email that asks them to check membership of their group for this year.

I have received a message from Alison from NZ as outlined below:

Please can you check my email on Beacon to see that it is this gmail address (deleted by Secretary). I am getting emails from Lorrae but emails from you, David and Anna have all gone to outlook.

I don't seem to have a record of an outlook address for Alison in my contacts listing so I suspect this is a generic list that all three of us – and maybe others – have copied and used with an outlook address for Alison that we hadn't noticed. Could we make sure that if Alison is copied in to any messages in future that the address for her is the gmail one?

Rosemary Royds Tree
Groups Co-ordinator