

YORK U3A

MINUTES OF MEETING HELD ON WEDNESDAY 12 AUGUST 2020 BY ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Ren Buss, Hilary Davies, Brian Frodsham, Alison Holmes, Peter Jarman, Sandra Mason, John Powderley, Rosemary Royds Tree and Sheila Wilson

1.WELCOME AND APOLOGIES FOR ABSENCE

David gave a particular welcome to Rosemary who had agreed to take on the role of Group Co-ordinator.

Apologies were received from Anna Baldwin and Paul Howarth.

2.MINUTES OF THE MEETING

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

3.MATTERS ARISING FROM THE MINUTES

- Sheila reported that the completion of the Central Methodist Church booking form had been undertaken as agreed.
- The post of Office Manager had not yet been advertised. It was agreed that David should try to obtain details of the single role description from Carolyn who had held the position before Eve. The advertisement would need to be circulated by Lorrae and David would pass on the details to her as soon as possible. It was also agreed that it would be a good idea to consider the possibility of an assistant or deputy.

Action: DMB, LA

- It was agreed that David, Sandra, Alison and Rosemary should meet to discuss the composition of a list of routine touchpoints and equipment which would need to be sanitised by anyone using the office. It would be helpful if Paul could give advice in connection with the equipment cleaning. Sheila suggested that an alternative method should be devised for the payment of monies, usually done on a daily basis, by group leaders.

Action: DMB, SM, AH, RRT, PH

- It was further agreed that David would ask the Friends' Meeting House if it was possible for one of their cleaners to undertake the regular cleaning of the office. The committee agreed that they were prepared to pay for this service.

Action: DMB

- Lorrae had reported to members previously that Valerie Foote was prepared to volunteer as archivist once the office was back in use.

- Mike reported that the issue about the rules governing the information required for each Trustee had been resolved.

4 COVID-19 RISK MANAGEMENT:

The two risk assessments, one for the general activities identified by venue and the specific FMH assessment, were received. Alison had pointed out in her report that the Ramblers' Association were now operating under government guidance which allowed up to 30 people on a walk but this had not been allowed for in U3A guidance. David suggested that, for insurance purposes, the group should adhere to the U3A rules. He thought that the U3A rules generally seemed unduly onerous and it was agreed that, if members were given a set of conditions for attending meetings, their attendance at the meeting would imply their agreement. To reinforce this, Sheila suggested that when group leaders sent out an invitation to a meeting they should remind members not to attend if they had any symptoms of Covid-19. This was agreed.

Once the documents were approved it was agreed that they should be put on the web and all members should be directed to the website by Group Leaders. The information would also be sent out to non-email members in August along with renewal information. This should confirm the assumption that attendance at a meeting confirmed acceptance of the guidance. David said that he felt there should be a separate risk assessment relating to travel and Hilary agreed that the travel group would work on this. In the meantime, David would add a clause at the foot of the present risk assessment indicating that there would be a separate document relating to travel, in due course.

Action: HD, DMB

The committee considered the Friends' Meeting House risk assessment and Sandra pointed out that the hand driers on the group's level had not been disabled and paper towels were required. David agreed to pass this on.

Action: DMB

5 THIRD AGE TRUST VIRTUAL AGM

The committee agreed to vote in favour of the first resolution proposing a 50p increase in the membership subscription to £4 from April 2022, and consequently against the second resolution proposing a £1 increase. It was also agreed to vote in favour of Margaret Fiddes' election as Director for Yorkshire and Humberside.

Action: MB

6 COMMITTEE MEMBERS' REPORTS

Chairman: David reported that he had been sent a Health Check by U3A and gave members an indication of the questions asked, e.g. possible deficit of funds, use and number of volunteers, renewal and growth statistics etc.

Talks Secretaries: Peter reported that they had been working on next year's programme but because of the uncertainty of knowing how and where the meetings would be held they were hesitating to progress further; there were, however, plenty of speakers available. He reminded the committee that the next three meetings would all be held by Zoom and would be recorded so members could listen to them later. Peter confirmed that the Christmas concert had been cancelled.

Treasurer: a report from Sheila is appended.

Sheila reported that, owing to ill health, she was handing over to Ren immediately and wished to express her gratitude to Brian for his enormous help over the last six years. The Chairman expressed his thanks and gratitude to Sheila, saying that he could not have had better financial advice and support when he took over the position of Chairman. The committee echoed both Sheila's thanks to Brian, and David's appreciation of the enormous contribution Sheila had made to the group.

Sheila had nothing to add to her report.

Newsletter Editor: John reported that the second Newsmail had been sent out and that the next issue was due in October. Copy for that issue was required by 7 September with publication due on 18 September.

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

It was unanimously agreed that Rosemary Royds Tree be co-opted to the committee and Mike agreed that he would ensure Rosemary's inclusion on the Charity Commission website as a Trustee. David thanked Rosemary for agreeing to take on the position.

Alison said that there was now a need to contact Group Leaders to find out who wished to restart face to face meetings indoors, how many attendees they could expect and therefore which rooms would be required going onwards. David suggested a sub-committee of himself, Alison and Rosemary to work around these problems and to liaise with Tracey. Sheila pointed out that there would be a financial implication to the movement to other rooms. For instance, would there be a rebate from FMH if the Fell Room were not to be used? Would £1 contribution per group member be sufficient to cover any additional cost if the larger rooms were used? It was agreed that a further meeting with Tracey would be necessary.

Action: MB, DMB, AH, RRT

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

Membership Secretary: a report from Sandra is appended.

The committee were sympathetic to the myriad problems being encountered by Sandra in dealing with renewals via the Beacon system. It had turned out to be a particularly difficult year to pilot a new system and several problems, as detailed in Sandra's report, had been

occurring. It was suggested that when groups start meeting again, and the leaders have access to Beacon, they should encourage their members to renew their memberships if they had not already done so.

Sandra reported the latest statistics regarding membership, 29 members will not renew, 393 members renewed online and there are 1,379 outstanding renewals.

Sandra reported that, together with Lorrae, she was deciding when to allow new members to join online. It was agreed that this was an excellent idea.

David, Lorrae, Alison, Sandra, Anna and Hilary agreed to help with the new members' meeting by Zoom.

Website: a report from Lorrae is appended.

Travel: Hilary had nothing to report. She did, however, point out that coach trips are not economical unless a coach is full and therefore until restrictions are lifted and a vaccine available nothing could be planned.

7.ANY OTHER BUSINESS

David expressed his very sincere thanks and good wishes to Sheila once again and also thanked everyone for their excellent work throughout the year, and their perseverance through the present difficult circumstances.

8.DATE OF NEXT MEETING

Wednesday 9 September at 11 am by Zoom

Written reports

IT/AV Report

I have today given Talktalk 30 days notice to discontinue our old telephone service. It will therefore terminate on 5 September as described below:

Your services from TalkTalk will be disconnected on 5/09/2020 and you will be billed until the date we switch them off.

Once we disconnect your service, you won't be able to take your telephone number elsewhere.

If your services are disconnected after your billing date, your bill will contain charges for the next month in advance. We will credit any overpayments and you'll see this on your final bill.

Please don't cancel your Direct Debit. We'll do this for you once your final payment has been taken. If you cancel it, you might incur a fee.

*I'll send you an email with details about your final bill, and how to request credit balances through My Account.
There is an early termination fee of £0.00.*

As usual, I send my apologies for the committee meeting.

Paul Howarth
Technical Coordinator
York U3A

Talks Report

I am afraid I will be in Scotland next Wednesday. I have been planning with Peter J whom I hope will be there, and we are completing the 2021 bookings for talks (probably on Zoom but we will see). I have also commented to David on his 2 excellent Risk Assessments.
Sorry to miss it
Anna

Treasurers Report

This will be my last report for the committee, as I am handing over to Ren our new treasurer very soon. A copy of the final 2019/20 figures are attached, very much in line with previous projections. The final published accounts will of course be larger as they will include results for our groups. These are being sent through to me at present. I shall pass on my plan for 2020/21 to Ren to validate. Please note that the Henry Mills legacy has been entirely spent, but we have set aside funds from our reserves, so that groups can continue to claim support for at least the next two years-difficult to be more precise in these uncertain times.

I would like to say how much I have enjoyed the role of treasurer over the last 6 years, and wish Ren every success and hope she finds it equally fulfilling.

Sheila

U3A Finance Statement as at 31 July 2020

	2019/20		2018/19
	As at 31 July	Whole year plan	Last Year's total
		£	£
Receipts			
Subscriptions	29,595	31,500	31,038
Gift Aid	4,858	5,300	5,215

Groups room income	5,259	7,800		7,682
Saturday meetings	1,380	1,800		1,802
Other	1,966	1,235		498
Total	43,058	47,635		46,235
<i>Payments</i>				
Friargate rent	6,801	6,900		6,687
Rent for Garden room etc	1,242	1,900		1,737
Former HM room support	2,802	3,800		
Office costs	1,672	3,600		3,135
Postage	4,270	5,200		4,209
Equipment	1,516	3,000		2,439
Newsletter	1,635	5,400		5,277
National magazine	1,930	1,950		1,886
Saturday meetings	2,141	2,700		2,523
Third Age Trust	6,279	6,300		6,286
Beacon fee	1,794			
Independent examiner	330	350		324
Other	178	2,500		2,298
Total	32,590	43,600		36,801
Net surplus	10,468	4,035		9,434
Balance carried forward	72,012	65,579		61,544

<i>Receipts- bank interest</i>	41	35		31
<i>Payments</i>				
50% rent for outside venues	2,464	2,208		5,807
One off expenditure	627	627		232
HM Lecture		250		245
Total	3,091	3,085		6,284
Net Spend	3,050	3,050		6,253
Balance carried forward	0	0		3,050

Membership Secretary's Report

Renewals

The annual renewal process is a major undertaking. As you know last year I spent 200 hours in the office, and countless hours at home, working on renewals. Working with Lorrae we have spent hours determining how we could make Beacon work for our renewals. Now that Beacon is up and running I'm not expecting that the time that I'm spending on renewals this year will be reduced, it may even be more.

After sending 1,603 Renewal Notification emails I have been inundated with phone calls and email queries. Many members have been frustrated trying to renew online because after entering their details the entries are cleared. I've given them Beacon's advice for entering their data but many still have the same problem and have decided to wait until they receive the printed form before they renew. I am convinced that there is a limit to the number of users who can be on Beacon at one time. When I raised a ticket with Beacon I was told that there is no user limit.

Members aren't renewing their membership correctly. They are not reading the instructions. Gift Aid is the biggest problem, members are not checking the box and their Gift Aid eligibility is removed. I'm contacting these members asking whether or not they are still eligible for Gift Aid.

So far 5 members have paid by bank transfer, which is no longer a payment option. Only two of these members notified me that they had paid by bank transfer. This means having to regularly check our bank account in case there have been bank transfers.

As we don't have an Office Manager, Lorrae ordered the required stationery, including a guillotine. At the end of August Renewal Forms will be mailed to the 167 members without email. In mid September a Renewal Reminder email will be sent to the members who haven't yet renewed.

Statistics at August 11th

- 1,603 Renewal Notification emails were sent between August 2nd and August 5th. From past experience I would estimate that about 75%, or 1,200, of these emails will have been opened.
- A number of members have said that they will renew when they receive their Renewal Forms
- 28 members will not renew
- 1 member wants to keep her membership until the end of the year
- 364 members have renewed online
- 9 members have renewed by cheque or Bank Transfer
- 5 new members
- 378 members for 2020-2021
- 1,394 outstanding renewals, includes the 167 members without email

Beacon Access for Group Leaders

- I am preparing instructions for the Group Leaders who will be using Beacon to access and update their group information and group membership lists
- I will assign usernames and passwords for group leaders and give them the correct Beacon access.

New Members' Meeting via Zoom

- The meeting will be held on Thursday, August 20th at 11 a.m.
- Lorrae will send the Zoom invitation and offer assistance to anyone unfamiliar with Zoom.
- 8 members will be attending
- 6 committee members will be attending, David, Alison, Anna, Hilary, Lorrae and myself.
- David will introduce himself, mention the roles of committee members who are not at the meeting, introduce the committee members in turn who will talk about their roles.
- There will be a question and answer session.

Secretaries Report

Third Age Trust AGM

As agreed previously I will be attending the virtual TAT AGM on 29 Sep on behalf of York U3A. I have had two emails from TAT on the subject that require decisions at our Aug committee meeting.

Resolutions Submitted

Two resolutions have been submitted to the AGM. Further details are in a TAT email that I will forward to the committee.

1. The annual membership subscription paid by member U3As to the Third Age Trust for each of their paid up members, based on the highest numbers recorded in the previous 12 months, be increased to £4.00 effective from the payment due April 1st 2022.
2. The annual membership subscription paid by member U3As to the Third Age Trust on behalf of each of their paid up members, in April of each year be increased to £4.50 per member with effect from April 1st 2022.

There are two questions for us to decide.

- ***Do we want to submit any amendments before the deadline of 14 Aug?***
- ***How does the committee wish to vote on the resolutions? Presumably we cannot vote in favour to both.***

Election of Director for Yorkshire and Humberside

Margaret Fiddes is the only candidate standing for the role of director for our region. Further details are in a TAT email that I will forward to the committee. I am happy to complete the TAT voting form.

- ***How does the committee wish to vote before the deadline of 31 Aug?***

Mike Barnard, Secretary 6 Aug 2020

Chairman's Report

I am attaching a document outlining proposals (i) for general risk assessment measures to be taken in recommencing U3A group activities; and (ii) proposals specific to the Friends Meeting House for discussion on Wednesday.

With particular thanks to Alison and Anna as members of the subgroup delegated to consider our requirements in light of to the advice being circulated by TAT.

All the best,

David

[The final version of the above 2 reports will be published separately]

Website Report

Website - I added details of 66 groups to the website and they went live on 2nd August. I intend to have a dated list of changes as they occur. Page hits are higher than average during August.

Comms - There have been three mass emails since the last meeting, generating a few queries and some positive comments.

Office Mobile - I was still getting a few calls, it is currently diverted to Sandra for renewal queries.

Office Phone - I've changed the answerphone message. I will access any messages from home. I will send an email to members before 1st Sept about the new number, non email members will be told with their renewal letter. A web search showed that Livewell York and YOPA were quoting our phone number, so I contacted them to change the details.

Paypal - the account is now fully functioning, after some delays, and I'm moving funds regularly across to our current account.

Dean's discount - I've contacted them and agreed we can continue for 2020/21, this would have been done by Eve.

Office packs for new members and prospective members - although there will not be many enquiries from these sources for a while, Sandra and I realised that the things going into these packs needed updating for phone number and general content. These things need an annual review / update and will be passed onto Office Manager. This is nearly completed.

Lorrae Atkins

Website and Communications, York U3A

Groups Co-ordinator Report

1. I am pleased to report that a new Groups Co-ordinator has been appointed, Rosemary Royds Tree. My proposal for the formal take over is that Rosemary is co-opted immediately and that I resign at the beginning of November.
2. A number of Group Leaders are expressing interest in restarting face to face meetings, and the discussions about risk assessments will inform the possibility/practicality of that happening. I have been advising that we will have some more concrete information after our August 12th meeting.
3. Further to the proposed risk assessments from the Chair, I have obtained further clarification from the Ramblers Organisation about the guidance that permits them to say that groups of up to 30 can gather. This comes from

<https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july>

It's against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces), or in a public outdoors space, unless **planned by an organisation in compliance with COVID-19 secure guidance.**

Clubs or groups can begin to meet again in COVID-19 secure venues. However, you should take care to remain socially distant from anyone you do not live with or is not in your support bubble. You should also limit social interaction with anyone outside of these formal activities even if you see other people you know. Venues should ensure they comply with COVID-19 secure guidelines.

It is otherwise against the law for gatherings of more than 30 people to take place in private homes (including gardens and other outdoor spaces). Businesses and venues following COVID-19 secure guidelines can host larger groups. This is also the case for events in public outdoor spaces that are organised by businesses, **charitable** or political organisations, and public bodies, provided they take reasonable steps to mitigate the risk of transmission, in line with COVID-19 secure guidance and **including completion of a risk assessment.**

4. If meetings can be held soon in the FMH, the promotion and organisation of this will be quite onerous, both for Group Leaders – to find out how many of their members are likely to want to participate in face to face meetings and in reconstructing the room timetable. However Tracy at the FMH indicates that they are keen to get letting out their space and the U3A is an important customer.

Alison

10/8/2020