

u3a York

MINUTES OF MEETING HELD ON 9 JUNE 2021 via ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Anna Baldwin, Ren Buss (Treasurer), Hilary Davies, Nick Davies, Peter Jarman, Sandra Mason, Janis Oxtoby, Mo Sandland, Quinn Smith and Rosemary Royds Tree.

1. WELCOME AND APOLOGIES FOR ABSENCE

David Maughan Brown welcomed all to the meeting. An apology for absence was received from Steve Russell.

2. MINUTES OF THE MEETING AND MATTERS ARISING

The minutes of the meeting held on 12 May 2021 were approved as a correct record.

David confirmed that Anna had arranged a meeting with the Friends, primarily in relation to accommodation issues, which would be held by Zoom on Monday 14 June 2021. Anna also confirmed that the office had now been cleaned.

David reported that he had been unable to contact Carolyn.

Quinn had now resolved the outstanding equipment testing.

Rosemary reported that she had been in touch with YOPA and they had invited u3a to put an article on their web pages. Anna agreed to send the York Learning advertisement to Rosemary since they agreed that the same information could be used on the YOPA website.

ACTION: AB

3. COVID-19 RISK MANAGEMENT

David commented that there remained doubt about Covid restrictions ending on 21 June.

4. u3a MEMBERSHIP AND TRAVEL GROUPS

Hilary confirmed that that the overseas travel group had made a decision to book their trip in 2022 individually and they had now clarified that the trip was not under the aegis of u3a. David said the TAT website was very explicit that the insurance aspect of the trip meant that anyone joining a u3a trip must be a member, both at the time of booking and travel. The Trustees unanimously voted that this rule should be strictly adhered to and not compromised in future. Hilary agreed to pass this information on to the travel group organisers.

5. RECRUITMENT STRATEGY FOR COMMITTEE MEMBERS

It was agreed that details of the present vacancies should be considered for inclusion with the questionnaire which would be sent to members shortly.

6. REPORTS FROM SUB-COMMITTEES

i Appointments – nothing to report

ii Policy Review. David reported that this was work still in progress. It had been decided to follow TAT's policies as far as possible but the privacy policy needed reworking to make it clear and user friendly. The safeguarding and data protection policies have also been substantially updated.

iii It was agreed that the rebranding sub-committee had now completed its work and Lorrae had concluded that an email footer was too difficult to standardise. She suggested that each member should use their own discretion but mentioned that the inclusion of the registered charity number on any official emails might be useful.

7. COMMITTEE MEMBERS' REPORTS

(i) Chairman

David reported that YOPA continued to send regular updates and Rosemary reported that she too had received information on Age Friendly York from the City Council. It was agreed that Rosemary and Anna should liaise in order to bring some brevity to the information received from the two organisations and decide how much of it should be relayed to u3a members.

David also reported that he had received information about a u3a Netfest programme between 14 and 18 June with 10 different Zoom

talks. The York group already had a liaison with Haxby and Wigginton group and it was agreed that there was no wish to take part with the Netfest programme on this occasion. A further request had been received about The Big Give Christmas Challenge but members agreed that there was no enthusiasm to take part in this.

ACTION: AB, RRT

(ii) Talks Secretaries: a report from Anna is appended.

(iii) Secretary and Regional Representative

Mike had nothing to report.

(iv) Treasurer: a report from Ren is appended

Ren's standard reports were straightforward but the main area for discussion at present was the consideration of our lease terms and other linked issues. David thanked Ren for a brilliant paper on the matter which everyone agreed was very helpful. Ren agreed to provide an agenda for a small meeting on Friday 11 June, to be held prior to the Monday 14 June meeting with the Friends. It was agreed that a full committee meeting should then be held on Wednesday 16 June at 10am when it should be possible to discuss the lease and operational issues more fully.

Several questions arose such as having an agreed level of reserves, how many groups would prefer to continue using Zoom, which rooms would be suitable to use in the future etc. but, above all, David stressed that it was most important the discussions with the Friends should be held on seriously amicable terms.

(v) Editor

Nick had nothing to report.

(vi) Groups' Co-ordinator: a report from Rosemary is appended

Rosemary had nothing to add to her questionnaires but asked the committee to read them and send any comments to her.

Lorrae said she would send copies of the questionnaires in the Word document form and they would include David's suggested changes and Ren's suggested changes.

It was agreed that Saturday talk attendance should be added to the proposed questionnaire being sent to Members.

ACTION: RRT

(vii) Office Co-ordinator vacancy.

The vacancy had not yet been filled.

(viii) Equipment Manager

Quinn reported that all equipment testing had now been carried out and was valid for one year. The equipment mentioned in the last minutes would be returned to the New Earswick Folk Hall and the Methodist Church. Quinn also reported that the light above the office desk was not working and this has been reported to the Friends.

(ix) Membership Secretary: a report from Sandra is appended

Sandra said she would be grateful if committee members could email her with dates in August when they would be available to help with renewals and also help with taking banking to the Co-operative Bank in Leeds. The Post Office method of banking the cheques was unreliable and Ren was unable to open an account with another bank at the present time.

(x) Website Manager

Lorrae had nothing to report.

(xi) Travel

Hilary reported that, depending on restrictions being lifted, plans were in progress for trips to start in September. 57-seater coaches would be booked but only 30 passengers would be allowed on each coach. Booking forms for the trips would be available via the website and Newsmail and hard copies could either be sent out, where necessary, in July with renewal forms, or separately by the trip organiser. Nick requested that any forms sent to him for

the Newsmail should be in Word document form. The trip organisers are aware of the relevant cut off dates for the Newsmail.

ACTION: ND

8. DATE OF NEXT MEETING

Wednesday 16 June 2021 at 10am by Zoom and
Wednesday 14 July 2021 at 10am by Zoom.

Written Reports

Talks Report June 2021

- Tom can now run the Saturday Zoom meetings using the U3A account and Martin will do this in July. However we very much need a new webmaster to be in place when Lorrae (tragically) retires in September.
- We have invited speakers for September-Feb (Peter has played an important part in this) and assume they can talk in person or on zoom.
- David proposes that we should invite Members to express their views on whether they want to return to in-person talks as soon as September. Lorrae could perhaps do a survey during the week following the Talk, a timing which has got good results in the past.
- If we decide to start blended meetings in September, Martin Birley (U3A) and Chris Williams (CMC) have decided that the best way of managing them would be by using the hot spot on a mobile phone to connect the laptop in the hall to wifi. We will try this out later in June (Martin has been away) but Chris is hopeful that the Methodists will connect the halls to wifi later in the year. We will order a webcam with mike after this visit.

The Community Learning Partnership meeting was cancelled but Angela Patman did create an ad from our U3A copy and put it in the York Learning booklet which will go to all households in August. The Community Learning Festival will be on the week beginning Sept 6 and I have booked the main floor rooms of the Meeting House for the morning so we can hold an Open Day (including an exhibition and taster sessions). Rosemary and I will contact GLs about this and I will write something for the August Newsletter.

Group Co-ordinator's report for Committee meeting 9 June 2021

Some but not all of the Outdoor/Walking Groups are operating; others waiting until after 21st June. A few other groups (French and Italian conversation, Mah Jong 2) have begun meeting in small numbers in the Leader's home or local cafés and clubs. Returning to our usual patterns of activity is very slow, despite the lifting of restrictions on getting together. Our web pages alert members looking for classes by showing groups with recent changes in yellow, which is very helpful.

Many Group Leaders are waiting until September to re-start their groups. As very few of us can travel at present the usual reason for a September start (that many members are away over the Summer period) seems less of an issue and I am hoping to encourage a few more of the groups to

re-start early. However, we are unable to take bookings in the Meeting House ourselves at present, as we are currently unsure what timing and costs will be agreed for the next session, and how long the reduced capacities in the two rooms usually booked through u3a will apply. As we are still paying for the room rental of the classrooms and the office, the issue of where groups can meet is of increasing concern.

Following discussions with the Webmaster, Membership Secretary and the Treasurer we have prepared two online questionnaires, one to be sent to the Members
<https://forms.gle/YCuUtpNCRoRBFgWLA>

and one to scope the forward plans of the Group Leaders
<https://forms.gle/r9YPRDnuBoKTbU4G7>

The Wednesday meeting will give members of the Committee the opportunity to comment on the content and aims of these two documents in advance of distribution.

I am intending to convene a meeting – by Zoom – of the Group Leaders as soon as we have received the results from the questionnaires.

Work has taken place to progress the updating of the Safeguarding, Data Protection and Privacy Policies, and these are all still under consideration and discussion among the sub-group members. Once agreed and finalised they will be shared with Committee members, Group Leaders and Trustees.

The U3A Day garden in Glen Gardens was planted up and photographs of the gardeners and their efforts sent to the Newsletter. Advertising signage has been prepared with the help of Lorrae and Mike and is ready for an official launch at a time to be agreed between us all.

I will report on soliciting support/publicity from the Council as an Age Friendly City at the meeting
<https://www.york.gov.uk/AgeFriendlyYork>

Rosemary Royds Tree
Groups Co-ordinator

Membership Secretary's Report – June 8, 2021

Membership

We currently have 1,518 members. This month we had three new members. We will not be taking new members during June and July.

This year we had 68 new members. Normally we would have 200 to 300 new members replacing the members who did not renew their membership and maintaining a membership of about 1,800 members.

Renewals

As we have not been able to recruit an Office Coordinator I am assuming that the office will not be open and staffed by volunteers by the beginning of August when the renewal payments are being received. Normally the office volunteers check the payments and mail the membership cards so I will be asking for committee members to volunteer to take over this task.

Renewal emails and forms will be sent out at the end of July. Renewal forms will only be sent to members who renewed or joined by sending in their payments.

- Mo will be in the office with me when I print the renewal forms, covering letters to go with the forms, membership cards and covering letters to go with the membership cards. We will stuff the envelopes ready for mailing.
- On August 5th and 6th we will both be in the office.
- For the rest of August I will be in the office for three days a week and Mo will be in the office for two days. During that time that time we need two committee members to check the payments and mail the membership cards.
- Most of the renewal forms are received in August. At the end of August I will determine how often we need someone in the office and whether one person will be able to handle everything.

Banking

As one bank deposit was lost we need to have a more reliable method of making bank deposits at renewal time when we might receive 150 payments in one day. If we cannot open a new bank account before August 1st someone could go to Leeds once a week to make the bank deposit.

Sandra Mason

Treasurers Report

1. Numbers up to Monday 7 June are attached and Year to date we are now showing a deficit of £1.5k with £70.5k in the bank.
2. This is because there has been minimal movement over the last month, most notably we have paid out £200 re May Croquet subsidy and received £69 re Gift Aid and await receipt of the balance of circa £2,300. Steve is contacting HMRC to make sure that this is being processed.
3. The Friends have not yet invoiced us for rent due under our lease agreement. If they do we are liable to pay £4,757 immediately and a further estimated £2,607 for the next quarter on 1 July.

<u>Rental Period</u>	<u>Liability</u>	<u>Paid</u>	<u>Due as at 8 June</u>	<u>Due as at 1 July</u>	
August 20	562	562	0	0	
September 20	869	562	307	307	
October - Dec 20	2,607	1,685	921	921	
Jan - Mar 21	2,607	1,685	921	921	
Apr - June 21	2,607		2,607	2,607	
July 21	869			2,607	Plus Sep 21 inflation increase
For Current U3A Year	<u>10,120</u>	<u>4,494</u>	<u>4,757</u>	<u>7,363</u>	Plus Sep 21 inflation increase

4. Although the budget projects an additional spend of £7k in this financial year the position is uncertain pending talks with The Friends. If The Friends held us to our legal position we are due to pay circa £7,500 and our numbers (if a further £2,300 came in re Gift Aid) would show a projected £7k deficit for the year. This is better than Sheila's budget (£13k) but only because the level of anticipated activity given Covid has been even lower than speculated.

5. Significant work has been undertaken to explore operational and cost issues associated with Covid and the way forward for Groups, room requirements and operational administration being key elements. The Questionnaire circulated by Rosemary is one aspect of this attempting to inform and involve group leaders and our wider membership and provide information that we can use to set strategy to move forward.
6. A separate paper is a lengthy summation of issues re lease cost and current views as to operational impacts that need to be considered as a matter of urgency prior to a meeting with The Friends organised for next Monday 14 June.
7. York u3a have a long and much valued relationship with The Friends. We wish to continue this but cannot ignore our responsibilities as Trustees of York u3a to ensure that we primarily focus on and support our member's interests and so provide best value for money for them.
8. The proposed position is that we should try to maintain our supportive relationship, continuing to rent the office space whilst considering terminating the lease of the Fell and Woolman Rooms and the inflexible financial commitment. However we should stress that we seek to continue to rent appropriate rooms from The Friends as first choice providers.
9. Finally we are still blocked in setting up new banking arrangements.

Santander are now setting up new Bank Accounts but are only prepared to permit us a "Treasury" account which, as it requires only one person to effect any transaction, is not acceptable for maintaining financial control.

Lloyds Club/Society Bank Accounts do provide the functionality we seek (Dual authorisation, on line banking, ability to link to other accounts ie for Groups) However they too are not taking on new business at the current time because of Covid.

I will continue to try and find a solution but realistically we may not have a new Bank Account in place for renewals.

Ren

U3A Finance Statement as at 7 June 2021

General Fund	2020/21		2019/20	Mvmt 9 May to 7 June	As at 9 May
	As at 7 June	Whole year plan	Last Year's total		
		£	£		
Receipts					
Subscriptions	15,272	16,200	29,595	90	15,182
Gift Aid	69	3,240	4,858	69	
Groups room income	127	2,500	5,259	0	127
Saturday meetings		600	1,380	0	
Other	41	0	1,966	0	41
Total	15,509	22,540	43,058	159	15,350

Payments					
Friargate rent	3,370	10,300	6,801	0	3,370
Rent for Garden room etc	60	600	1,242	0	60
Former HM room/rent support	1,855	3,000	2,802	200	1,655
Office costs	1,335	2,000	1,672	34	1,301
Postage & Franking Machine	892	3,000	4,270	0	892
Equipment		2,000	1,516	0	
Newsletter		3,000	1,635	0	
National magazine	1,788	1,800	1,930	0	1,788
Saturday meetings	325	1,500	2,141	25	300
Third Age Trust	5,257	6,000	6,279	0	5,257
Beacon fee	1,502	1,800	1,794	0	1,502
Independent examiner	336	350	330	0	336
Pay Pal Fees	255			2	253
Other	4	200	265	0	4
Total	16,979	35,550	32,677	261	16,718
Net surplus / (Spend)	(1,470)	(13,010)	10,381	(102)	(1,368)
Balance carried forward	70,456	58,915	71,926		70,558

	Nominal		Nominal
Current Account	29,180.12	Bank Blce less rec = Nominal	29,281.17
Scottish Widows	41,276.66	Per statement as at 1.4.21	41,276.66
	<u>70,456.78</u>		<u>70,557.83</u>
			-101.05

Equipment Manager

The PAT testing for the equipment was completed Tuesday morning (June 8th) by Lister Electric. There were 68 or 78 pieces tested (compared with 58 in 2019). Although I asked for a 2 year sticker, they are ably allowed to certify for 1 year, so all the equipment is now tagged till June 2022. I did manage to collect the keyboard from the Holgate Methodist Church and the PA from the New Earswick Folk Hall, so I think everything has been tested. If the odd price of equipment turns up, it can be taken to Lister for testing as required.

Over the next while, I'll "fire up" some of the equipment to make sure it's all working and check batteries. I'll also check to see what computers are running what software. If it's not windows 10 we will have to decide whether update or take out of service. That is a decision for later.

One last thing, do we have an equipment list detailing equipment, serial #, remotes, etc.? If we do it would save me a lot of typing!!

Thanks all

Quinn Smith
Equipment Manager