

YORK U3A
MINUTES OF MEETING HELD ON 11 MARCH 2020 AT
15A CLIFFORD STREET, YORK

PRESENT: David Maughan Brown (Chairman), Jean Haywood (Secretary), Lorrae Atkins, Anna Baldwin, Mike Barnard, Eve Birch, Hilary Davies, Brian Frodsham, Alison Holmes, Paul Howarth, Sandra Mason, Janis Oxtoby, John Powderley and Sheila Wilson

1. WELCOME AND APOLOGIES FOR ABSENCE

David Maughan Brown welcomed all to the meeting, especially Mike Barnard who was attending his first meeting. Apologies were received from Peter Jarman.

2. CO-OPTIONS TO THE COMMITTEE AND RESIGNATIONS

Mike Barnard was co-opted to the committee as Secretary and will be formally elected at the next AGM. Jean Haywood, who had been co-opted following the last AGM, stepped down. Jean reported that Chris Sykes has also resigned from the committee and, having returned to employment, has left York U3A. Eve Birch felt that she will be able to deal with the office volunteers as well as her role as Office Co-ordinator.

3. MINUTES OF THE MEETING

The minutes of the meeting held on 12 February were approved as a correct record after, for the purposes of clarification, changing the words “downstairs rooms” in the second bullet point of item 3 to “ground floor rooms”.

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising that will not be covered later on the agenda.

5. CORONAVIRUS

A long discussion took place on appropriate action that we need to take in view of the current Coronavirus (Covid-19). It was recognised that the situation is changing and developing, and advice from the Government and the Third Age Trust is being regularly updated, and the following decisions were taken:

- Following advice from Andy Fox, the police officer scheduled to talk about fraud scams on 4 April, this talk will be postponed. In the meantime, if he thinks that there is anything urgent that our members need to know before the meeting can be rescheduled, that information will be emailed to members and inserted in the next newsletter; the deadline for items for the newsletter is next Monday.
- The talk about Bishopthorpe Road this coming Saturday will go ahead as planned. It will provide an opportunity to tell members about the postponement of the fraud talk.
- The April Saturday morning talk will be cancelled. It is hoped to arrange another date for folk musicians “Fools Gold”.
- It is hoped that the Henry Mills lecture on 9 May will go ahead as planned but this will be subject to review in the light of further developments and advice on the virus situation.
- The new members meeting planned for 14 March will be rescheduled.
- The Group Leaders’ meetings on 2 and 20 April will go ahead as planned, again subject to review should the situation change.

It was agreed that a sub-group of David Maughan Brown, Mike Barnard, Lorrae Atkins and Sheila Wilson will make decisions about the cancellation or postponement of future events and will inform the other committee members by email.

As far as our groups are concerned, it was agreed that Group Leaders should use their discretion to decide whether their groups should continue to meet. Should any member of a group contract the virus, the Group Leader should inform the other members of the group (without mentioning the name of the infected person) that one person in the group has tested positive so that the others can self-isolate. A copy of any such email should be copied to David as Chairman and Mike as Secretary.

Turning to future trips by the Travel Group, it was agreed that the overnight trip this coming weekend to Shrewsbury and Ironbridge should go ahead and Hilary Davies said that those who have booked on this trip are happy to proceed. Day trips will be reviewed nearer the dates and it was confirmed that, should trips have to be cancelled, we will be able to meet any cancellation costs incurred. The overseas trip to India scheduled to depart on 22 March may go ahead but, should the advice from the Foreign and Commonwealth Office about overseas travel be changed to recommend that visits to India should not take place, this visit could not proceed under the auspices of York U3A and any members wishing to continue with this trip would do so on a private basis. Hilary will liaise with Sheila McKilligan about this visit.

6. U3A DAY

Anna Baldwin circulated details of groups willing to take part in the U3A day on 3 June, although it was recognised that this event might need to be postponed if Government and TAT advice on the virus changes. It was agreed that the costs for this day will be met from the money received from Riviera Travel's "affinity scheme". We need to consider how to promote this event to people who are not U3A members and the issue of publicity will be discussed at a meeting with Haxby & Wigginton U3A later this month.

7. BEACON SYSTEM UPDATE

Lorrae Atkins reported that the Beacon sub-group met at the beginning of the month and our data has now been sent off for conversion. A live version is due later this week and Sandra Mason will do a parallel run between the two systems and a test some time during April. Once the Beacon system is up and running and fully tested, we might need to change the way in which the renewals procedure is done. An article on the Beacon system will be inserted in the next newsletter.

8. COLLABORATION WITH OTHER U3As

In response to a query from David as to how far we wish to collaborate with other U3A branches, it was agreed that it is a useful way to learn from each other and share in a close relationship with other branches.

9. COMMITTEE MEMBERS' REPORTS

Chairman: David mentioned his proposed visit to South Africa and will inform committee members if this trip goes ahead.

Talks Secretaries: Anna will continue to make arrangements for the Henry Mills Lecture on the assumption that this will be taking place. She will pursue trying to get a formal agreement from Central Methodist Church for our hire of the premises for Saturday morning talks. **ACTION: AB**

Secretary: The transfer of the secretary@yorku3a.com email address from Jean to Mike will be dealt with. Mike said that he proposes to set up a new personal email address to deal with U3A business and he will also set up a Google drive for all York U3A documents. It is important that all committee members think about the data they hold and how it is stored, and a list of passwords for U3A email addresses should be kept in the safe. The procedure for the production of minutes was confirmed; the minute secretary will type the minutes then email them to David and Mike for approval, then Mike will circulate them to other committee members.

Mike raised the question of York U3A converting from a charity to a CIO (charitable incorporated organisation) which would limit trustees' personal liability. It was agreed that this should be discussed at the next meeting and Mike will prepare a short presentation on a CIO. **ACTION: MB**

Treasurer: Copies of Sheila Wilson's finance statement as at 7 March 2020 were circulated. She reported that, in order to comply with regulations, TAT has entered into a more formal agreement with Riviera Travel to administer donations on behalf of individual U3As. This will take effect from the beginning of April and TAT will deduct a 10 per cent handling charge to contribute towards the cost of administering the scheme. This information has only recently been received and Sheila will make investigations about the new procedure. She will be advertising the next newsletter for a new Treasurer to succeed her at the next AGM. She said that our reserves are good at the moment, although costs might be incurred at a later stage should we have to meet cancellation charges following

new advice on the Coronavirus. She will be opening a deposit account at the Co-op to facilitate the transfer of funds, and suggested that some of our funds could be used to redecorate and refurbish our office.

Groups Co-ordinator: Alison Holmes asked for suggestions of caterers for the two forthcoming Group Leaders' meetings. She has investigated the recent incident concerning one of our groups at the Railway Institute and reported that the Health and Safety Executive had become involved. This kind of issue will be discussed at the Group Leaders' meetings.

Office Co-ordinator: Eve Birch said that postage rates will increase with effect from 23 March but she is unable to update the franking machine without an internet connection. She and Sheila will liaise about the number of stamps that will be needed for posting our next newsletter.

IT/AV Co-ordinator: Paul Howarth reported on the continuing saga of the office telephone line and internet connection. He wrote to TalkTalk, which produced several emails from them saying that they are dealing with the case, and Paul has asked for confirmation that they have done the necessary ducting work to set up a BT distribution point. They have given the date of 27 March for dealing with whatever work needs to be done, but Paul said that similar meetings arranged in the past have not fixed the problem.

Paul said that some Group Leaders have complained about problems with computers, projectors and screens. He believes that all equipment is in good working order and will carry out an audit before the next meeting to see whether any piece of equipment needs to be updated.

Membership Secretary: Sandra Mason reported that current membership stands at 1,793 with 274 new members since 1 August 2019. She asked which committee members would be happy to contact new members who joined during January and February, and Lorrae and Sheila offered to help in this respect. Sandra said that several members who at present receive a hard copy of the newsletter have indicated that they would be willing to receive it electronically instead.

Regional Representative: Brian Frodsham reported on future meetings – a workshop for Chairmen and Secretaries on 18 May and the regional AGM on Wednesday 29 April in Leeds. Places are still available for the YAHR/Whitby Whaler "Captain Cook Experience" in June and the regional summer school in July in Easingwold. Mike offered to take on the role of Regional Representative.

Website: Lorrae Atkins reported that everything is in order. In response to a query from John Powderley, she said that all York U3A documents on the website are in pdf form

Travel: Hilary Davies said that the Travel Group will try to produce a standard pro forma booking form for future trips which can easily be copied into our newsletter.

10. ANY OTHER BUSINESS

Lorrae has drafted a new membership application form which includes gift aid and fits onto one page. She will circulate this to committee members for approval.

Sheila is investigating the fixed cost per capita for the Beacon system.

Janis Oxtoby confirmed that she is willing to take on the role of minute secretary.

11. DATE OF NEXT MEETING

Wednesday 8 April 2020 at 10.00 a.m. at 15a Clifford Street.

The meeting ended at 11.55 a.m.