

YORK U3A

MINUTES OF MEETING HELD ON 13 MAY 2020 via ZOOM

PRESENT: David Maughan Brown (Chairman), Mike Barnard (Secretary), Lorrae Atkins, Anna Baldwin, Hilary Davies, Brian Frodsham, Alison Holmes, Peter Jarman, Sandra Mason, Janis Oxtoby, John Powderley and Sheila Wilson.

1.WELCOME AND APOLOGIES FOR ABSENCE

David Maughan Brown welcomed all to the meeting. Apologies were received from Eve Birch and Paul Howarth.

2.MINUTES OF THE MEETING

The minutes of the meeting held on 8 April 2020 were approved.

3. MATTER ARISING FROM THE MINUTES

Only one action arose from the minutes, which involved the telephoning of members without email, which had now been completed. This resulted in finding that 30% of those members actually had email addresses. The Membership Secretary confirmed that those addresses had now been added to Beacon, the Master Register and Mailchimp. Some of those members giving emails asked that they only be used during lockdown. It was agreed that the option of email use would be mentioned when the renewal forms were eventually sent out.

4.CORONAVIRUS

The Chairman suggested that most of the items under the above heading could be discussed in the following various reports from Committee members. The increased use of Zoom meetings, following the knowledge that more members than thought had email addresses, was the one item which needed further exploration. It was felt that an attempt to get more Group Leaders on board with Zoom should be discussed later when the Groups Co-ordinator was able to join the meeting. It was agreed that, in the interests of equity, it would be difficult to organise a staggered start to any groups for those members who may, via an antibody test,

have developed immunity from the virus. It was pointed out that everything possible should be done to make members aware that U3A was still open despite the present limitations. Social interaction could be encouraged for an individual group using WhatsApp but this would not be suitable for the many members who were not part of a group and only attended Saturday meetings. At present it was not possible to discover how many members fell into each category although the information would be available via Beacon eventually. This could be discussed further in the Groups Coordinator's report.

5.RENEWALS AND FINANCES NEXT YEAR

The Treasurer reported that she had spoken to Sandra, Lorrae and Alison about renewals for next year. Two points arose, the first being the closure of this year, finalising the accounts and awaiting the time when an AGM could be held. Secondly, it was felt that the majority of classes would probably start next year and therefore it would be best to begin renewals at that time and for new members to start from the same time. In readiness, the Treasurer planned to set up a Paypal account so that members could pay online. It was not necessary to decide on fees now but it could be agreed fairly soon and Sheila suggested £5 per member. She considered that no fee at all was not a good idea since the group would receive no income but would still have standing costs to bear.

Mike suggested that the email message used for renewals might also be used to encourage members to use email for all communications. David pointed out that there were about 160 members with no email addresses or who have an email address without the option for opening attachments. It was then suggested a group email be sent out by the Chairman explaining that this year's membership would be extended until the end of the present year and renewals would be postponed until January 2021 at the earliest when a decision would be made on the level of fee payable. A separate letter could be sent to Group Leaders suggesting, as far as possible, to keep in touch with their group and it was also agreed to ask them to provide their registers so that the details could be added to Beacon. The Beacon group would decide among themselves how to share this job.

Sandra agreed to produce a set of labels so that the people without email addresses could be informed by letter of free membership until January. Sheila pointed out that replacements for herself and Alison would need to be advertised shortly and more than one communication may need to be sent out over the summer. It was agreed that David should send out a statement to all members

6. Beacon

Sandra reported that it was hoped that emails would soon be sent via Beacon and once this occurred the Master Register and Mailchimp would no longer be used. David's letter to all members should include a message about the use of Beacon.

7. Proposed Zoom meeting on CIO

It was agreed that a separate Zoom meeting should be held to discuss CIO on 27 May at 11am.

COMMITTEE MEMBERS' REPORTS

Chairman

David reported that the telephone calls to members had now been completed and he thanked the members involved. Everyone agreed it had been a useful exercise not only for collecting email addresses but people had been appreciative of the calls and thanked the committee for its work.

Talks Secretaries: a report from Anna and Peter is appended.

The Talks Secretaries suggested an increased use of Zoom and Powerpoint for the Saturday meetings rather than cancellation of talks. Several queries arose, eg how would people be invited, how many people would be invited, who would look after the waiting room and general logistical problems. There was also some scepticism about organising group chats. Anna felt it would be helpful for David to introduce the talks which he agreed to do and Anna agreed to give members prior tuition if they were nervous about joining the talk. It was agreed that the talk by Tony May in September could be experimental and future talks could depend on its success. Tony May has considerable experience in holding meetings by Zoom and could probably help with constructive suggestions for conducting the talk. It was agreed that permission should be sought from speakers for the publication of their talk whichever medium was used.

It was agreed that it was too early to make a decision about the Christmas concert and that the committee should make a decision in September.

There would be no card for the talks for the remainder of the year but they would be mentioned briefly in the Chairman's statement and further details sent to members via email. It was agreed that for the time being the talks should be renamed as the Monthly Talks Group.

Secretary: a report from the Secretary is appended.

Mike said that the last date for holding the AGM would in practice be March 2021 but, in the present circumstances, permission could be sought to change the date. The Chairman agreed to mention this in his statement.

Treasurer:a report from the Treasurer is appended.

Sheila had nothing to add to her statement attached to these minutes except to say that she would propose to pay next quarter's rent shortly. The rent would be increased from September and, although it was not clear yet whether there would be a rebate on this, Sheila would continue to pay the rent and Anna said that this would be appreciated by the Friends.

Newsletter Editor: areport from John is appended.

John expressed his dismay at the possible sidelining of the Newsletter in these times. He felt that it was important to carry on, both from the point of view of contributors (some of whom were putting in a lot of work for their articles) and members who enjoyed having a hard copy to dip into.

It was agreed that John would resume sending out email copies of the Newsletter every other month and that the Chairman should mention in his statement the possibility of members and groups sending in articles and brief reports for future inclusion. It was proposed the next Newsletter would go out in June

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

Alison agreed that she would email group leaders to elicit information for entry on the Beacon system and to ask them their plans going forward. It was suggested that it would be useful to have a couple of advocates to encourage Group Leaders to use Zoom or WhatsApp and Anna said she would be happy to do this and it was agreed this would be helpful. Alison said that she had already put this in place and

both she and Doreen McGill had offered technical support but she was concerned that not everyone could cope with additional technology. She agreed to ask group leaders to pass on their registers and to provide any news which they had for the Newsletter.

IT/AV Co-ordinator: a copy of Paul's report is appended.

Paul's report, attached to the minutes, gives details of his frustration at dealing with TalkTalk and BT Openreach about the provision of a new telephone line. The present line went through a third party property and the Chairman reported that he would liaise with the Friends about the problem. He agreed with Paul that it might be prudent to approach an alternative company to TalkTalk and hoped that once the frustrations of dealing with the telephone were taken over by someone else Paul would be happy to continue with the other aspects of his role. The committee recorded its very warm appreciation of Paul's efforts in this matter.

The use of a dongle was suggested by Lorrae and Mike, together with the mobile office phone and Janis mentioned York Data Services, at York Science Park, who provide connectivity for organisations of any size in York.

Membership Secretary: A report from Sandra is appended.

Sandra felt that by the time the renewals need to be sent out the Beacon system will be fully operational.

Website Manager: a report from Lorrae is appended.

Lorrae reported that she had now updated the website to show that 13 groups were active via Zoom, Skype or emails at the present time. She was disappointed with the relatively few page hits on the website and it was agreed that the website should be mentioned and promoted in the Chairman's statement.

Travel:

Hilary reported that Jenny has paid all refunds required with the exception of Kynren which had not yet been formally cancelled. If this happened, refunds would be given to members. The Christmas lunch had been booked for 3 December and it was not possible yet to confirm whether this would indeed go

ahead. Hilary said that the travel group rely on the Newsletter and are keen for it to continue.

Any other business

Alison confirmed that she would like her replacement to start by the end of the year as she hoped to go away in early February. Sheila expressed the hope that someone could be in the wings learning the Treasurer's job gradually and that starting the process would be helpful. She appreciated that this was difficult in the present lockdown situation so therefore would not set a deadline for her departure. The Chairman said that he was most grateful for Sheila's phased exit. It was agreed that information about the impending vacancies should be put in the Chairman's statement as well as in the Newsletter.

Date of next meeting

10 June 2020 at 11am

The following written reports were emailed to the committee before the meeting

Finance Report May 2020 - Impact of Closure due to the Virus

2019/20

I think it is safe to assume we are unlikely to restart our activities, other than some on line classes, before the end of July. That being so, I can begin to finalise the 2019/20 accounts, as I already have most of the required information, so that we can have a 'normal' year end as far as possible this year, a clear basis for planning going forward. A copy of my end of year forecast is set out below. As you will see, both income and spend are less than plan. There is a greater reduction in spend as we have not produced any newsletters recently and will not commission new course booklets etc, until after July. My current forecast is that we will end the year with a net surplus of around £8,600, and reserves of just over £70,000. To complete the accounts, we shall ask the groups to send their accounts to me at home, so that I can include their figures. The accounts will be ready whenever we hold our AGM.

2020/21

It is very unlikely that we will be able to start our main programme of classes and activities until well into the autumn, and possibly not until well after Christmas. Equally, we may have to delay the membership renewal process for some time. We could ask members to re-join and pay in August, but it is difficult to make this work logistically without access to our office printing, stationery, and postage facilities, and of course no internet access at the office. Also, it will be difficult to set up ways for members to pay us,

other than online, as we have no easy way of dealing with incoming post. We should also agree if new members will be allowed to join.

Looking at the financial position, I assume quite a few members will not renew, as they may still be cautious of meeting in groups, and may perhaps have got out of the way of coming to U3A activities. For that reason, I am allowing for a 10% drop in membership. Our main costs are office and meeting room rent, TAT capitation fee, Beacon costs, TAT newsletter, our own newsletter production, and postage. Most of these costs vary to some extent depending on membership numbers and activity levels. If we are unable to re-open at all next year, we will still incur our rent, our TAT capitation charge, Beacon fee and the TAM newsletter cost plus some minor charges such as the photocopier rental. Possibly we can negotiate a reduction on some of these. If there are no in-year activities, the full cost of all of these would be around £21,000. Once we have a potential date for re-opening, we should consider offering members reduced fees as we will only offer activities for a few months. These options are summarised below, based of course on broad assumptions.

When Re-open	Stay closed	Open Mid -Year	Open Mid -Year
Membership fee	£0	£5	£10
Income	0	12,500	22,500
Spend	21,000	35,500	35,500
Net Deficit	£21,000	£23,000	£13,000

We are in the very enviable position of having large reserves that are available for contingencies such as these, that will cover that deficit. If the re-opening date is not until much later in the spring, then we could possibly look at extending fees to cover the following year as well.

Forecast Outturn as at 9 May 2020

General Fund	2019/20		2018/19
	Whole year forecast	Whole year plan	Last Year's total
		£	£
Receipts			
Subscriptions	29,532	31,500	31,038
Gift Aid	4,858	5,300	5,215
Room income from groups	5,099	7,800	7,682
Saturday meetings	1,380	1,800	1,802
Other	1,539	1,235	498
Total	42,408	47,635	46,235
Payments			
Friargate rent	6,800	6,900	6,687
Rent for Garden room etc	1,400	1,900	1,737

Former HM room support	3,200	3,800		
Office costs	1,550	3,600		3,135
Postage	4,420	5,200		4,209
Equipment	1,505	3,000		2,439
Newsletter	1,635	5,400		5,277
National magazine	1,931	1,950		1,886
Saturday meetings	2,245	2,700		2,523
Third Age Trust	6,279	6,300		6,286
Independent examiner	330	350		324
Other inc Beacon	2,611	2,500		2,298
Total	33,906	43,600		36,801
Net surplus	8,502	4,035		9,434
Balance carried forward	70,046	65,579		61,544

Henry Mills Fund

Receipts- bank interest	35	35		31
Payments				
50% rent for outside venues	2,458	2,208		5,807
One off expenditure	627	627		232
HM Lecture		250		245
Total	3,085	3,085		6,284
Net Spend	3,050	3,050		6,253
Balance carried forward	0	0		3,050

York U3A may committee meeting

Secretaries Report

CIO

I would like to briefly give some background to item 7, Proposal to have a Zoom meeting in 2 weeks on converting to a CIO.

At the proposed CIO meeting I would describe the pros and cons of us converting to a Charitable Incorporated Organisation, outline the steps involved, and answer any questions. I have helped 10 charities successfully convert since 2013. I would be happy to lead this project and do the bulk of the work.

AGM

The Charity Commission says the following.

AGMs and other meetings: postponing or cancelling meetings

Coronavirus is having a major impact on charity events and the government's health advice may lead to some charities having no choice but to decide to cancel or postpone their AGMs and other critical meetings.

If as trustees, you decide it is necessary to do so, you should record this decision to demonstrate good governance of your charity. This is particularly important if it is not possible to hold your AGM which may make it difficult for you to finalise your annual reports and accounts.

Wherever possible, we would ask you to try to get your annual reports to us on time. However, where the situation impacts on the completion of annual returns and accounts, charities with an imminent filing date can email us.

Please include your charity name and charity registration number when you email us: filingextension@charitycommission.gov.uk

I propose that if necessary we postpone the AGM until the coronavirus lockdown is over and we can have a normal AGM, but ideally we would need to hold it by March 2021 at the latest so that annual reports can be agreed and published.

Mike Barnard

Website Report

Website hits - these remain very low compared to normal times, even the Lockdown page has only had less than 100 hits in April, and less than 20 so far in May. I have added any additional notes to the Lockdown page that I felt appropriate - my personal view is that this needs to remain as 'official' links, such as U3A national page, Yorkshire police, YOPA etc rather than individual articles. There is a link to Bristol U3A - early on there had a page of many other links like online learning, exercise etc. There seemed little point in reproducing that so there is simply a link.

I did have an offer from a member to learn website editing, and so be my backup person, however he is now saying may not be able to do it. I will keep hunting for someone.

There is little maintenance to be done on the website until we start up activities again, however I have offered via Alison that group leaders can have their group highlighted on the Groups page to show that they are continuing in a virtual way, with a description of the offer on their individual page. So far only 5 have taken this up:

- Early days of Cinema
- French for Abs beginners

- French conversation - adv
- Photo group for iphone / ipad
- English Romantic poetry

I've heard of at least one other that is meeting virtually, but that is word of mouth, not a request to change the website.

In other items:

- I've thanked the 8 members who offered help early on, say as phone buddies, and explained that we've had no take up at all on this, despite offering again in the phone calls that were made to non email members
- The office phone has not had only 1 call since the last meeting, a group leader needing to get a message to her group members that her computer had crashed
- The last info update by email - number 3 - went out on 10th April, we discussed the inclusion of notifying members about Beacon and the committee vacancies coming up, but as yet these things have not been sent out

Technical Report:

I have had three emails from Talk Talk since the last committee meeting saying:

We can't wait to get you on board.

Scheduled date of installation:

Jun 01 2020

Time of installation:

Between 8am - 1pm

The engineer will complete work at your local telephone exchange and street cabinet before visiting your property. Please ensure that someone is on site to allow access to the engineer on the day.

I have not been informed that the necessary ducting work has been/will be carried out and can only assume that it has not been. The engineer can do as much work as he likes at our local telephone exchange and street cabinet, but he will not be able to connect us. I have reached the end of my tether with Talk Talk.

I have not yet been able to summon the wit or imagination to put something together to make this irksome job even vaguely appealing to the most unsuspecting volunteer for the task.

Apart from that, I'm quite enjoying the freedom that the lack of U3A activities has brought

MEMBERSHIP SECRETARY REPORT – MAY 13, 2020.

Lockdown has given us the opportunity to determine how we can make Beacon work and I'm feeling fairly confident that it will work. All our membership data is on Beacon in addition to the Master Register. The renewal forms, and all other necessary renewal documentation, will be created using Beacon. Once we start using Beacon for sending emails we will no longer need to maintain the Master Register or use MailChimp for emails.

With Beacon I'll be handing over three of my tasks. Lorrae has agreed to take on the sending of mass emails, Eve has agreed to print the newsletter address labels (I had to make a special trip into the office to do this) and Sheila will produce the Gift Aid Application (In the past I had to take the information from the Master Register, paste it into the government form and Sheila did the submission).

At this time we do not know when the renewals will take place. Briefly this year's plan would have been:-

- June – Recruitment of volunteers for renewals. Ordering of stationary. This year we'd like to purchase a new guillotine.
- Late June/early July – Groups brochure and Saturday talks leaflet available.
- Early July – 1,792 renewal forms and all other renewal documents printed.
- July 27th – Newsletter available.
- July 31st – Renewal forms and newsletter mailed.
- From August 3rd – Renewal processing and mailing of membership packages.

Groups Co-ordinator Report May 2020

Following my email to group leaders after the April meeting I had a number of responses from people who were keeping their groups alive and well. Four groups reported keeping in touch by email and 9 indicated they were using Zoom. Another group leader offered to start a new course online but that has not yet started.

In discussion with one group leader last week, she was of the view that we should circulate an email update to just keep in touch. I said I would bring her views to the Committee.

I am planning to restructure the booklet to reduce its overall size to be ready when we decide to start promoting next year. I want to leave it in a place where my replacement can pick it up easily.

I think there is a need for publicity about seeking my replacement for the end of the year. I have been mentioning it to some people but have had no positive responses!

I am beginning to explore Beacon both from the perspective of the Co-ordinator and how it might be useful to individual group leaders.

Report on Saturday Talks 2020-1

We would recommend that we run the Autumn programme on the dates set by Zoom if not in person and that the Christmas concert is postponed. Members (up to 100) can be invited to the talk which I will host and also record, and it will then (somehow) be put on the website. Powerpoint can be used. (These lectures are Tony May on Traffic in York, Michael Waller on Medical Imaging, and Peter Addyman on Archaeology in York.) For 2021 we will book the CMC in case restrictions are eased We have already filled 2 of the 7 slots for 2021 (including the Henry Mills in May) and will now fill the other slots (including a reassignment of the July 2020 lecture on geology). If restrictions are not eased and the Committee agrees we can offer these lectures on Zoom as well so that We should have a card to be distributed in the summer by email at least.

Anna Baldwin and Peter Jarman