

Meeting of Management Committee  
Wednesday 14<sup>th</sup> October, 2020 at 9.30am via Zoom

Present – Geoff Roberts (Trustee)

Alan Starkie, John Tomlinson, Derrick Fewings, Colin Russ, Ian Grant, Les Rippon, Mike Rimmer, Pamela Green, Pamela Ball, Paul Andrews, Doreen Baker, Megan Tomlinson (MC)

1. Chairman's welcome

Chair opened the meeting and welcomed everyone. The meeting was convened following Trustees meeting last week at which Sue Watkinson was elected Chair. The Trustees need the Management Committee (MC) look at where we are at present in terms of COVID-19 and how we propose to move forward.

2. Apologies

None

3. Minutes of previous meeting

Minutes accepted as a true record.

4. Matters arising

None

5. Correspondence

None

6. Treasurer's Report

£3600 was paid in advance for use of HQ for 3 months in 2020. Due to COVID, HQ wasn't able to be used. Once activities restart then the £3600 will be carried forward. Currently the weekly cost of the retainer fee is £100. The first weekly 10 hours of use of HQ by U3A will be free and then the organisation would pay an hourly rate of £10 per hour. All felt that this offer by the Scouts is very reasonable – it would give uninterrupted use of Scout HQ.

Currently there is £58k in bank with minor running costs per month, only significant amount expenditure will be the £400 per month for U3A booking of HQ. Admin side is balanced. Groups account down about £5k which is related to refund of members' contributions for cancelled theatre bookings etc.

#### 7. Re-start Policy to date/Premises and Zoom based activities

Trustees suggested a system which is Group Leader led with a framework put in place by MC for risk assessment. Approval of a group's request to restart, would be sanctioned by Groups Support and include consideration of the risk assessment and compliance with COVID-related laws and guidelines. This proposal could be included in future communications to group leaders.

#### **ACTION:**

**It was agreed that the restart document would go out to group leaders as an email attachment. Group leaders will be provided with the risk assessment (Paul Andrews to follow up).**

It was stressed that the whole membership need to be made aware of the process and that the risk assessment had been sent out to group leaders. Important that all members of a group are aware of the risk assessment as everyone will have responsibilities when an activity restarts.

To restart, groups need to have completed risk assessment and contacted group support.

Suggestion that a restart page be set up on website. Derrick Fewings to engage web team to take this forward as soon as possible.

Important that communication goes out to membership as soon as possible.

Suggestion of a special email from Chair to whole membership explaining what is happening.

Need to keep Willem Wiechers in the loop about Zoom and how to use all of the facilities it offers. Maybe a tutorial needed for people wishing to use Zoom to its' full extent.

Communication will include asking Group Leaders to identify if they are meeting remotely.

#### **ACTIONS:**

- **We Continue to operate as a Virtual group**
- **Derrick Fewings Risk assessment format was approved**
- **Risk Assessment to be sent Group Leaders**
- **Membership to be notified of what is happening**
- **Derrick Fewings to talk to Web team**

- **Group Support and Communications need to be involved**
- **Each member is of course responsible for their own health and wellbeing**

A number of groups have started Zoom/social media/email meetings. We will continue with activities in line with current Government Guidelines. U3A website has a Zoom meeting calendar which shows weekly breakdown of groups meeting via Zoom. Derrick Fewings talked through a possible web page to indicate which groups are meeting via Zoom. eNews is used to inform group leaders of Zoom possibility. Maybe that a formal acknowledgment is needed that Zoom is approved by MC to enable Virtual U3A activities to take place at present. Thanks were given to Derrick Fewings for all his work in promoting virtual activities and a restart webpage.

**ACTION:**

**Current position therefore is that Face to Face activities will not restart until 2021 but that in the meantime we operate a Virtual U3A to maintain interest and activities. All of MC approved Zoom approach. This to be communicated on website and via a letter from Chair. Discussion took place on buying a second Zoom licence. Agreed this should be purchased once feedback has been received via eNews and demand can be measured.**

8. Membership Secretary's Report

1536 members at present.

Renewal notices to go out in February 2021. MC need to think this process through carefully.

**ACTION:**

**Need up to date about which members are in which groups. Doreen Baker to follow up with Paul Andrews.**

9. Speaker Secretary's Report

Speakers have been asked if they could provide a video presentation. Work is ongoing with Chapel Arts. It was suggested that members could be approached in terms of placing a presentation on the website with a link for people to watch the presentation.

Discussion took place about the possibility of holding a Zoom session (can cope with up to 100 people). It was also suggested that we could have a speaker meeting via Zoom with a Q and A forum – two or three members of MC could take part and put themselves up to answer questions from members.

**ACTION:**

**Communications Committee to be asked to look at the idea (Mike Rimmer to follow up)**

10. A.O.B.

Communications Committee – Letter Heads/compliments slips need updating at some stage. Christmas message from Chair – Chair said he was prepared to record a video message for members.

It is hoped to get a magazine out for Christmas – to be sent out electronically with posting to those unable to access internet. Info needed from group leaders asap. List of Officers elected at AGM to be included.

**ACTION:**

**Megan Tomlinson to follow up.**

Telephone calls still going to HQ with messages – concern if some are missed –

**ACTION:**

**John Tomlinson to follow up with Alan Nolan.**

Joyce is contacting group leaders to update what is happening so this can be included in the magazine. A further person needed to join the Communications Committee – John Tomlinson and Pamela Ball volunteered.

11. Date of next meeting

Monday November 30 at 4.30pm (time tbc)