

Meeting of Management Committee
Monday 25th January 2021 at 3pm via Zoom

Present – Geoff Roberts (Trustee) Sue Watkinson (Trustee)
Alan Starkie, John Tomlinson, Derrick Fewings, Ian Grant, Les Rippon, Mike Rimmer, Pamela Green, Pamela Ball, Paul Andrews, Doreen Baker, Colin Russ, Megan Tomlinson (MC)

1 Chairman's Welcome

Chair opened the meeting by welcoming everyone.

2 Apologies

None

3 Minutes of previous meeting

Accepted as a true record

4 Matters arising

None

5 Correspondence

None received

6 Treasurer's Report

6a. Reserves

Agreed reserves are £50k. The current balance exceeds this. Our balance is forecast to fall below £50k by April/May this year. Finance committee understand this position and at present do not feel it is necessary to arrive at a new reserves level. The subject will be revisited after restart, at which point a new profile of financial transactions can be established.

6b. Self-funding activities

Session fee was increased from 50p to £1 to address overspend of subsidising activities last year (2019/20). With the possible drop in membership post COVID-19 then this benefit is likely to be cancelled out by increasing costs of areas such as hiring of premises. Discussion took place regarding a proposal that activities should be self-funded/cover their costs so that money is not taken out of reserves. The advantages and disadvantages of the approach were discussed. It is possible that savings can be made by bringing some groups back to HQ

rather than hiring external premises. It is prudent that decisions about relocating groups to HQ are made before the restart date.

A proposal was put forward that upon restart activities to be Self-funded.

Proposed: Alan Starkie

Seconded: Paul Andrews

All agreed

Discussion then continued about eventual re-opening. Some groups may wish to continue meeting via Zoom. If groups wished to meet via Zoom it would be expected that they have to meet that cost.

In summary it was agreed that:

Self-funding is the eventual aim due to likely reduced membership numbers and need to keep U3A in good financial position.

To keep things as they are for first quarter of reopening to get an idea of the extent of subsidy required or not for each group and then to finalise the position re groups being self-funded.

Try and get premises costs reduced by getting groups back to HQ by September

Monitor first quarter after reopening and then consider any additional changes to session fee.

To keep session fee at £1

To keep membership fee at £15

To cover the cost of Horizons by introducing a charge of 50p for a drink – this will help cover premises costs for Horizons.

6c JVSA Accountants

JVSA have offered a £500 discount to look over the accounts given reduced transactions 2020/21 making their charge £825 this year.

At next AGM suggested we look at a competent person carrying out the annual inspection of accounts.

Agreed to instruct JSVA to act for this year in line with the decision taken at the AGM.

7 Membership Report

1573 members. No change since last meeting.

Dates have been changed on new membership year. It will now run from 1st October to 30th September.

Membership form – still using the old logo.

Membership pages are being updated on the website.

Payment method for membership fee – discussion about using PayPal. Beacon 2 being launched in the summer and it will move away from PayPal to another online payment system.

Awards for All logo is on the membership form (a grant scheme) – agreed to leave it on the form for the time being.

Agreed to discontinue the £20 fee for new members joining within 3 months of start of the membership year.

Action: Payment method – discussion about using Eventbrite as a method of payment for activities. Treasurer to look at and provide more detail.

8 Communications Report

December newsletter – triggered a peak of around 370 hits per day on website. Difficult to see if everyone in U3A accessed the newsletter.

Facebook - Bill Soens has offered to oversee and will join Communications subcommittee.

Subcommittee would like an update on number of groups which will continue in September. Difficult to obtain clarity on groups/group leaders. Suggestion that another letter be sent to group leaders to ascertain what is happening and encouraging them to keep in touch with their members.

Agreed that a meeting be set up with Group Support and Communications subcommittee in order to take this forward. John Tomlinson to follow up.

New branding on letter head – this to be used on restart. New branding would also be used on membership form. Various ideas to be circulated re design of letter head.

Next newsletter date – agreed March, just before Easter.

This led to discussion on future style of magazine. Needs further discussion by Communications subcommittee.

9 Announcement of Special Birthdays etc

Custom and practice is that this hasn't been done in the past as there are some inherent difficulties. Thought it is better that Group Leaders manage this.

10. Speaker Meetings

Grateful thanks given for the relaunch of these. A very positive response has been received. Thanks to Joyce and Alan Nolan for their help and support. 5 speakers are lined up through to half way through the year. Grateful thanks to Pamela Ball for her work in relaunching these. Meetings will be via Zoom and recorded with permission of speaker. Sessions could then be shared via a Google Link. Discussion took place re speaker fees. Agreed no charges at present and upon restart these would be covered by Horizons charge implemented for provision of a drink (see 6b).

11. Extraordinary meeting of U3A Trust

Motion carried that meetings can take place online. Most likely to go for combined approach in future of face to face and online attendance. Online/telephone voting to be allowed.

Next AGM of Aughton and Ormskirk U3A is likely to be August 2021 when restart plans should be clearer.

12. AOB

- **Lots of items covered in the meeting involved discussion of IT. Suggested Joyce and/or Alan Nolan be invited as an ex-officio member of the Management Committee. This would help with smooth decision making. Agreed unanimously.**
- enews commended to all. Any contributions to future editions are welcome especially short stories.

13. Date of next meeting

Monday March 22 2021 at 3pm