

Minutes of Executive Meeting of Eastwood U3A (by zoom)
Tuesday, 29 September 2020

Those present:

Bob Ford (BF)
Chris Niven (CN)
Margaret Naylor (MN)
Linda Rothwell (LR)
Keith Sherwood (KS)
Barry Seeley (BS)
Barry Doran (BD)
Chrys Millington (CM)
Val Beecham (VB)
Peter Haydon (PH)
Janet Gibson (JB) Minute Taker

The meeting started at 3pm

1. No apologies
2. Minutes of Meeting held 07/09/2020 – agreed and approved by BF / CN
3. Matters Arising:
 - 3a. Item 5 BS / MN Group training will be covered in Section 7 of this agenda.
 - 3b. BF to list duties of treasurer for KS – work in progress. **BF**
4. Chairperson:
 - 4a. Thank you to RF for email notes from National U3A AGM held and attended on 29/09/2020. Annual membership fee will be increased in 2022 to £4 (no increase since 2012) AGM 2020 upping image of U3A, new logo / material to be launched 5/10/2020.
 - 4b. CN gave a verbal report on Online Development Report received from N Mc Canna – very clear, positive, with common themes.
 - 4c. Draft Development Plan updated and circulated to all for perusal. To be placed on agenda for next meeting. **LR**
5. Membership Secretary:
 - 5a. 318 members currently. 33 non renewals were 43% of members who joined in 2019. Not unusual from previous intakes / drop out numbers.
 - 5b. Newsletter had been updated in liaison with MN.
 - 5c. Attended a workshop 'Leading Group Workshops by zoom'.
 - 5d. Liaised with JG regarding information to assist recruitment and completed a survey for P. Martinez, Convenor of a TAT group on this topic.
6. Treasurer:
 - 6a. BF awaiting contact from bank regarding online banking for KS to be registered as new treasurer.
 - 6b. Beacon bill paid by BF.

6c. BF will claim expenses incurred.

7. Groups / Covid 19 and Group Activities:

- 7a. BS / MN wish to encourage meetings by zoom, telephone and in person, where possible (to comply with current C 19 requirements) ALL group contacts have been emailed to request they register on TAT zoom events, where appropriate. 'One to one' sessions have been given by MN to assist members in use of zoom technology. Suggested that small group work 'in house tutorials' on zoom would work well and all agreed. To be on next agenda. **LR**
- 7b. BS has current Public Liability guidelines in print form, for reference.
- 7c. Article for newsletter to be included in next copy 'Trials without Owls'.

8. Online Development / Zoom Coffee Mornings / Quizzes / Speakers:

- 8a. MN circulated her report 29/9/2020 which gave members proactive ways of being involved with groups at present. A coffee morning by zoom, using break out rooms was trialled in the meeting successfully with the assistance of LR. Date to be determined for an event, to be on next agenda. **LR**
- 8b. Quizzes – Suggested that members email if wish to receive quizzes and a quiz master would be required to host. **MN**
- 8c. Speakers – MN has received a variety of recommended speaker information. It may be possible to hold two meetings a month by zoom to utilise internal / external speakers. It was agreed that a 'Youtube' presentation by Dr Claire Hardacre (via Chester U3A) on 'Forensic Linguistics' be used. This would form a 'trial run' monthly meeting and take place 10.00am 7/10/2020 for the Committee. Link to be sent to Committee to watch prior to event. **MN**
LR

9. Beacon / Newsletter / Web site:

- 9a. Web site Management meeting held 29/09/2020 – use of photographs by membership was discussed as a 'front page' to web site. This would display what is happening in our U3A now. Les Dean a member was included in this due to his expertise in photography. A Web Editor would have a new address to be sent items to be included. **BF**
- 9b. Lapsed members have been removed from Beacon by MN. This will enable group contacts to take them off their lists.
- 9c. CM reported, along with other group leaders receipt of scam emails to the .org address on the website. Care was reinforced to all by BF, when opening mail received from website contact.

10. Polices and Procedures:

- 10a. Committee to look at updates through the period of C virus. Car sharing is a policy which has been affected by this MN. Discussion concerning updating of documents for 3 years when reviewed, for the future.
- 10b. Venue Checklist / Venue risk assessment both require to be updated.
- 10c. Committee asked to look at policies which may need reviewing.
- 10d. To be on agenda for next meeting. **LR**

11. Proposal for 'Coffee dates' by AS / JO:

- 11a. A suggestion to cascade information about activities to our membership / prospective new members at this time of C virus. Suggested that four

members at a time, including AS / JO (total of six) be invited to meet for coffee and chat. This initiative was praised by all members of the Committee.

11b. Suggested by Committee that 'last in' as members be the first to be targeted, the A – Z by family name (as has had been proposed)

11c. CM meeting AS / JO to visit a possible venue on 2/10/2020 which would be C compliant. This may assist to allay fears by members who may have been shielding. CN to contact AS / JO to feedback the vote to agree was unanimous and request to be 'kept in the loop' and thank them. **CN**

12. Recruitment Project Feedback:

12a. Attendance at a zoom meeting held by Paul Martinez, Regional Chairperson by JG on 21/9/2020. All Committee have been sent copies of reports / minutes for perusal.

12b. Online Toolkit for recruitment new advertising materials launch awaited early October.

12c. Regional networking small groups to be set up with similar sized U3A's to ours. This will assist sharing good practice, such as item 10 detailed on these minutes.

12d. JG to attend zoom meeting 19/10/2020 planned by P. Martinez.

13. AOB:

13a PH reported on good health of one of our members, and was thanked.

13b. BS keen to move forward with speakers, activities – to be on agenda for next meeting. **LR**

13c. LR sought clarification that meeting to be held on 7/10/2020 was just for Committee. Agreed.

13d. MN requested that an agenda item for next meeting will be the Questionnaire prepared by JO. Agreed. **LR**

13e. VB / MN to meet up to look at planning speakers for monthly meetings by zoom. VB waiting to hear from Vince Eager, a speaker previously booked for 2020, to see if he can do his presentation by zoom. **MN /VB**

The meeting ended at 5pm.