

Pocklington & District U3A Committee Meeting

Tuesday 15/09/20 10.30am Zoom Meeting On Line

Present: Graham Ball (Chair)
David Stone (Vice Chair)
Ron Tinkler (Secretary)
Chris Mills (Past Chair)
Maira Laverack (Membership Secretary)
Liz Dearsly
Rosemary Waugh
Rosemary Hutchinson
Menos Lagopoulos
John Senior
Steve Fraser (President)

1 Introduction & Apologies

Introduction and Welcome from Chair and Apologies were presented from;
David Hebden (Treasurer), Paul Giles and Elizabeth Walker

2 Minutes of 21/04/20

The Minutes of the meeting held 21/04/20 were accepted as a true record. Proposed by Steve F and seconded by Chris M

3 Matters Arising From the Meeting of 21/04/20

- i) It was agreed to put on hold the purchase of a lapel microphone for the PA System
- ii) It was agreed that in the current circumstances there was no requirement to consider the level of practical/financial support that might be provided for a one-off trial Tea Dance
- iii) Discussion on support provided to P&D U3A from WDY would be picked up as a separate agenda item
- iv) A cheque to the value of 50 pounds should be raised in recognition of the donation of a portable screen which has now been collected and is available for use by any Group Leader by contacting the Secretary **Ron T**

4 Groups

- i) In response to issues raised by Group Leaders David S proposed that contact should be made with the 26 Venues we currently use for meetings to ensure we keep in contact and are aware of their plans and can react quickly as things change. Contact should be preferably by phone and take place every couple of months starting with first week of October and then first week December etc
It was agreed that David S would co-ordinate this activity and ensure Group Leaders were advised as appropriate. He would issue contact details to 4 volunteers (**John S, Rosemary H, Menos L & Liz D**) who would then have 6 venues to contact. It was noted that some Group Leaders may have already made contact with some venues and care should be taken not to duplicate in the future **David S**
- ii) The document issued with the agenda (Doc 2 Link Co-ordinators) was accepted and David S asked therefore that all Committee Members make contact with their Group Leaders. The proposed template email could be used but

Committee Members could make contact as they wished. This should be completed before the end of September **All**

5 Treasurers Update

Ron T updated the meeting from the written report that had been submitted by David H

- i) As at 30/07/20 the P&D U3A account stood at 5194 pounds with only 2 items outstanding and requiring payment. One for 50 pounds (as per 3 (iv) above) and one for 45 pounds and 50 pence to recompense Membership Secretary for postage costs **Ron T to organise**
- ii) Gift Aid claim of 1080 pounds and 53 pence had been received from HMRC
- iii) As the current cheque signatories were Moira L, Ron T & Paul G it would be necessary to arrange with Nat West for David H to be added to the list as soon as practicable **Paul G to arrange**
- iv) Handover from Paul G to David H was ongoing but nearing completion

6 Membership Secretary Report

- i) Membership renewals for 2020/21 currently stood at 631 and had been static for a number of weeks. This meant that from the Membership List in place as at 31/03/20 (the last day of the 2019/20 year) there were 293 Members who had not yet renewed
- ii) Moira L reminded the meeting that the Committee had agreed to put in place a policy of maintaining all members listed as at 31/03/20 as active members so that they would receive all the benefits of membership irrespective of whether they had paid 2020/21 subscription. It was further agreed that this would be maintained only up to the end of November 2020 and then Members who had not renewed would lapse and become dormant with their records archived. They would not be P&D U3A members from that date for the rest of the year up to 31/03/21.
- iii) A draft communication was attached to the agenda (Doc 3) and it was agreed that it should be modified and then issued to those Members who had not renewed their 2020/21 subscription **Moira L & Ron T**
- iv) In light of this position with archiving Members who had not renewed their subscription by 01/12/20 consideration needs to be given to adding something to the proposed update communication to Group Leaders. This would advise them that it would not be possible for "archived members" to attend any future group meetings and checks on Membership Cards may be needed. **Ron T to add to GL Communication**

7 Secretary Report

- i) Ron T updated the meeting on the arrangements for TAT AGM to be held on line at 10.30am 29/09/20. All Members could attend and details would be included in the Members Update Communication scheduled for issue 17/09/20
- ii) P&D U3A is entitled to 3 votes on each resolution and following detailed discussion and review of relevant information it was agreed that Ron T would attend as the Voting Representative of P&D U3A and would vote on each Resolution as shown;
 - a) Approve the 2019 TAT AGM Minutes In Favour
 - b) Approve the 2019 Accounts In Favour
 - c) Approve the appointment of Hays Macintyre as Auditors In Favour
 - d) Approve an increase in capitation fee to 4 pounds with effect from 01/04/23
Against

- e) Approve an increase in capitation fee to 4 pounds with effect from 01/04/22
In Favour
- f) Approve an increase in capitation fee to 4 pounds and 50 pence with effect
from 01/04/22 Against

Ron T

- iii) The Committee review the proposed response to update Group Leaders as issued with the agenda (Doc 4). A number of updates and amendments were put forward.

Ron T to redraft and attach to Minutes.

- iii) Following review it was considered that it would not be appropriate taking all circumstances into account for P&D U3A to become involved with the U3A National Recruitment Campaign and Pathfinder Project (Doc 5 as issued with agenda)

8 AOB

- i) It was agreed to set up a sub group to consider the feasibility, costs, security, GDPR implications and likely benefits of adopting the U3A dedicated Beacon Systems platform. Beacon covers Membership Data and Subscriptions, Finance, Groups, Venues, Membership Communications and On Line Website/Portal. The sub group would report back to the Committee. It was accepted that any migration to Beacon would need to be carefully planned and was not likely to be a short term option but something potentially for later part of 2021/22 year. Sub Group to be David S David H Ron T and co-ordinated by Moira L
- ii) The Committee discussed at some considerable length and detail the issues surrounding the purchase of a P&D U3A Zoom Licence that could be made available to all groups. While there were logistics issues around “booking” and prioritising access these were not considered too difficult to overcome. At this stage the Committee however decided not to go ahead with a Zoom licence. In order to purchase a licence it would need to be registered to a single email address. This would require the “owner” of that email address to be constantly available Host to access Zoom at any times required by groups before “transferring” host control to the Group Leader
- iii) An alternative option was already in place in a number of groups where the “fees” normally charged for venue hire/refreshments/meeting costs were now being used to compensate a group member who was accessing Zoom. This approach should be more widely communicated to Group Leaders Ron T to prepare a separate GL communication on this subject for review and issue to GLs
- iv) Rosemary W volunteered to take on responsibilities as Minute Secretary with effect from October Committee Meeting Rosemary W
- v) Chris M volunteered to temporarily continue his role as P&D U3A liaison with YAHR U3A, Accord and other local U3A sections but suggested this may be something another Committee Member would like to take up and he could introduce them and pass things over. Any Committee Member who is interested should contact Chris M direct.
- vi) It was agreed that in light of all current circumstances, including minimum purchase requirements, reducing demand from members over previous years and difficulties with distribution, that no 20221 U3A diaries would be purchased this year

- vii) It was agreed that for at least as long as Committee Meetings were being conducted via Zoom that they would be moved to the third Wednesday of each calendar month

9 Date Of Next Meeting

Wednesday 21/10/20 commencing at 10.30am via Zoom

ATTACHMENT Proposed Update for Group Leaders