

**Pocklington & District U3A
Committee Meeting**

**Wednesday 18 November 2020, 10.30 a.m.
Online meeting via Zoom**

Present: Graham Ball (Chair)
Ron Tinkler (Secretary)
David Hebden (Treasurer)
Chris Mills (Past Chair)
Moira Laverack (Membership Secretary)
Liz Dearsly
Paul Gilles
Rosemary Hutchinson
John Senior
Rosemary Waugh
Steve Fraser (President)

1. Introduction/Welcome

GB welcomed members and opened the meeting.

- a. Apologies for absence had been received from Elizabeth Walker and David Stone.

2. Minutes of the last meeting

The minutes of the meeting held on 21/10/20 were read, and were accepted as a true record. This was proposed by RH and seconded by JS.

3. Matters arising

- a. DS has updated the note on the availability and status of meeting venues, and the updates have been entered on the website.
- b. DH has not yet distributed the note to Group Leaders reminding them of their responsibilities concerning the keeping and administration of Group funds, as there is no urgency for this in the present circumstances.

4. Groups.(DS)

DS had submitted prior to the meeting a message that there was nothing to report concerning group activity.

5. Treasurer's Update (DH)

- a. The balance of the main account is currently £5009, and that of the membership account £3296.
- b. Next year's membership fee has been set at 10 pounds, but is it within the Committee's remit to adjust this level fee because of the current situation and lack of activity? **RLT** will investigate whether such a decision would need to be agreed by an Extraordinary General Meeting or could simply be communicated to all members assuming positive affirmation unless a member advised

otherwise. It was agreed that this question would be carried forward to the next meeting.

6. Membership Secretary's update (ML)

- a. The current renewed membership stands at 683, following recent renewals, which is pleasing.
 - i. 216 members will be archived on December 1st.
 - ii. The data will be stored in the permanent record on November 30th.
 - iii. All group leaders have renewed membership, and some have issued reminders to their groups.
- b. Current membership cards show an expiry date of 31/03/21, but the cutoff for renewal is generally extended until 01/05. Members should be reassured that this is so. The TAT is currently planning a membership drive: might it be possible to communicate any "adjustment" in 2021/22 membership Fee as per 5b above to potential new members, as of January, in view of the Covid situation? It was agreed that this would be added to the agenda for next month's meeting. (RT) DH pointed out that we shall still have to pay the TAT capitation, as there has been no information about a change in this.
- c. ML has a template of the new membership card for next year, and will circulate the image, for discussion at the next meeting.
- d. Death of members. In the Covid situation it has been difficult but the Membership Secretary has to keep up to date with information relating to the death of members and past members. The communication letter at the end of the year will give a commemorative mention, acknowledging all those members and former members who have died during the year, but not using individual names so as not to cause offence by any inadvertent omissions. Unfortunately it is not possible to filter the archive material to gain an accurate record.
- e. ML stressed the importance of the U3A role in keeping in touch with people on their own and without immediate family. There has been a lot of good networking through groups, but we should be aware of the situation and prepared to follow up.

RT reminded the committee that it had been decided that members should be reactive in this area, but that the reminder was appropriate and timely.
- f. There are still problems with changing the names of signatories and some operational issues on the bank service Stripe. DH as the new treasurer needs to be the administrator; currently ML is the de facto user, but has to use the Treasurer e-mail account as Stripe have that Treasurer account as their official point of contact **It was agreed that DH and ML would meet immediately following this morning's meeting to try to resolve the problem.**

7. Secretary's update (RT)

- a. RT is preparing a provisional listing of responsibilities and dates for the circulation of the fortnightly Members' Updates mails, and will circulate this when completed. (RT)
- b. The TAT had been pleased with the operation of their online AGM, and are looking at the possibility of using this format in future years. They need to hold an Extraordinary General Meeting to agree to change the Articles so that this can be permitted, and it needs to be passed by a 75% majority. The P&D u3a has three votes to allocate in this vote.
 - i. It was agreed that we would vote in agreement with the proposal to allow possible Online or hybrid Online/physical attendance AGMs in future years.
 - ii. RLT will represent the Committee at the meeting, which is on December 10th.

8. AOB

- a. New members. This issue was raised by LD. Given that newcomers to the area or to the U3A can find it difficult to attend the Drop In mornings and join up, we need to make sure that they find it easy and welcoming to join. The current physical arrangement of the welcome desk is not ideal, as people arriving tend to congregate at the door. The following suggestions were discussed:
 - i. Moving the table further into the room, and having members at the door to greet newcomers and lead them to the table.
 - ii. Involving more members in the greeting process.
 - iii. Using the stage area – this was not felt to be practicable because of Health and Safety concerns.
 - iv. Moving the position of the catering tables.
 - v. Having a 'meet and greet' table in the body of the room for newcomers, attended by committee members.
 - vi. Advertising for more members to assist at the enrolment table.

It was agreed that the arrangement of the room would be reconsidered when physical meetings at Burnby Hall become a possibility again, and the importance of making an excellent first impression on new arrivals was agreed.
- b. Committee member Elizabeth Walker is not able to attend meetings on Wednesdays due to a group meeting: however, she was not able to attend the Tuesday meetings for the same reason. After discussion, it was felt to be best not to keep moving days and to stick to Wednesday meetings for the time. With e-mail communication, it was felt that this would not exclude members who cannot attend.
- c. There being no further business raised, the meeting closed at 11.25

9. Next meeting will be on Wednesday, 18 November, at 10.30 a.m. on Zoom