

**Pocklington & District U3A
Committee Meeting**

**Tuesday 17 August 2021, 10.30 a.m.
Pocklington Scout Hut**

Present: Brian James (Chair)
John Senior (Vice Chair)
Ron Tinkler (Secretary)
David Hebden (Treasurer)
Moira Laverack (Membership Secretary)
Neil Barrett
Jane Cole*
Liz Dearsly
Rosemary Hutchinson
Hazel MacDonald*
Chris Mills
Pauline Slater
Elizabeth Walker
Rosemary Waugh

*Denotes co-opted new members – see item 1

- 1) Introduction/Welcome and Apologies for absence (BJ)
 - a) BJ opened the meeting and welcomed members. There were no apologies for absence. The new members were welcomed, and those co-opted following the AGM were formally accepted onto the committee. All the committee introduced themselves for the benefit of new members.
 - b) As this was the first meeting after the AGM, some constitutional points were outlined:
 - i) The roles, terms of office and constitution are all set out on the P&Du3A website.
 - ii) The financial year runs from 1 April until 31 March, but the constitutional year, which determines Committee Member length of service, is from one AGM to the next.
 - iii) The u3a is a registered charity, and all committee members are trustees. The P&D is affiliated to the Humber Accord, the Yorkshire and Humberside Region and the Third Age Trust (TAT), the national body which covers insurances, licences and advice.
 - iv) Formal meeting protocols are observed at the monthly committee meetings.
 - c) It was noted that reconnection would be an important issue, as members overcome post-Covid nervousness about meeting. Availability of venues will also need to be updated.
 - d) New housing in the area means potentially new members; having launched the Facebook page, JS agreed to take on the role of Publicity/Press Officer.
- 2) Approval of Notes of May 2021 meeting
The acceptance of the minutes was proposed by LD and seconded by DH.
- 3) Matters arising from Notes of previous meeting (BJ)
 - a) A propos of item 7.7 of the July Minutes, RT reported that
 - i) No constitutional changes whatever can be made without being passed by a 66% majority at a quorate Extraordinary General Meeting of the membership
 - ii) Presentation of apologies for absence in advance for up to 3 Committee meetings will be recognised and accepted as technically not being absent from the meeting.

- 4) Treasurer's update (DH)
 - a) The Membership Account balance stands at £8678, as at the end of last month, and the Main account at £917.
 - b) DH has now successfully been accepted by NatWest as signatory, and can access all the services.
 - c) The card reader has arrived, but not yet used in active service. Online payments can be made using it.
 - d) DH suggested that it would be useful to have a fourth signatory to the account, so that ideally three would always be available. RT proposed that the names of JS and RW should be added, in view of his own impending departure. This was seconded by CM and carried nem. con.

- 5) Membership Secretary's update (ML)
 - a) The membership records are now accessible through Beacon, which went live on August 3rd. The transition went smoothly and the various permissions involved will be rolled out in time. The system is not yet linked to the P&D website and card printer; Brian Snelson continues to be Administrator, and Gerry Hutchinson will also help with this.
 - b) There are currently 655 members on the roll, and more are expected as Group activities recommence. Members have shown enormous loyalty over the last year.
 - c) A New Members' meeting was held yesterday, with six members at West Green. There was a very positive spirit, and suggestions for new groups in Nordic walking and crosswords.
 - d) Group Leaders are not always getting back to ML with the information which has been requested, and this needs to be followed up.
 - e) Pub Lunch Group 1 had held a lunch at Kilnwick Percy which had been attended by 27 people – there is clearly eagerness to resume normal activity!

- 6) Secretary's update (RLT)
 - a) Drop-ins at Burnby Hall have been booked for the first Thursday in each month up until December. Burnby Hall has laid out the following protocols for use:
 - i) The hall may only be used at 80% capacity (this should not pose a problem as the fire capacity is 160.)
 - ii) The Hall will be cleaned thoroughly and wet-wipes will be provided.
 - iii) The Hall must be well-ventilated while in use.
 - iv) P&D u3a must:
 - (1) Check that all attending are in good health with no Covid symptoms.
 - (2) Ensure that all wear masks when entering, leaving or moving around in the Hall.
 - (3) Collect details of all for Test and Trace purposes, and keep these records for three weeks.
 - (4) Communicate these requirements to all members in advance.
RT will prepare a communique for all members and circulate it. It was agreed that we should have sign-in sheets at the door, to take details as people arrive. It was further agreed that
 - v) There will be only three people in the kitchen, with no extra helpers.
 - vi) The Reception desk will be immediately inside the door.
 - vii) The New Members desk will be opposite the entrance, by the window, staffed by LD, PS and RH.
 - viii) At DH's suggestion, we should consider having a one-way system, asking people to leave by the Fire Exit. The question of having a sign-out sheet was also discussed, in case the question of having too many in the hall at one time should arise.

- b) The Group Leaders' Meeting will be arranged later in the autumn, when the time is appropriate.
- c) "Cluster" contacts. Although there are nearly eighty groups, only eight or nine GLs regularly take tables at the Drop-ins, and this was felt not to be a satisfactory situation. The question was raised, then, of whether it would be a good idea for each committee member to be responsible for a cluster of groups, and have a table at which they could give details of vacancies, meetings and contact details for their cluster, so that all groups were covered. After considerable discussion of the issues, it was agreed that, for the first Drop-in in September, the emphasis would be on the social occasion, and there would be no designated GL tables. All GLs would be asked to give a resume of their Group's meetings, activities and current vacancies, which could then be stored in a loose-leaf file available for all members and new members to consult at Drop-ins.

RT will draft three communications:

- i) To all members, to invite them to the September meeting.
- ii) To Group Leaders, explaining the plan and asking them for up-to-date information.
- iii) To committee members, a draft letter to be sent out later to their designated cluster GLs, following the organisation of this at the October Committee Meeting.

7) AOB

- a) Facebook (JS). JS reminded the committee that the Facebook page is now active. GLs will need to be asked whether they wish to have a page for an individual group, to be operated under the aegis and corporate identity and posting rules of the P&D page.
- b) Venue availability will be discussed and reviewed at the next meeting.
- c) The Handbook is now two years old, and needs updating, which can be done when the information from Group Leaders is received. ML, NB, JC all volunteered to assist with proofreading and arranging printing and Margaret James, who has professional experience in this area will be approached for her support, absentia.
- d) RW advised the meeting that when RT leaves later this year, she has agreed to take on the role as Secretary and is now on the 'Secretary' Gmail account.
- e) No further items being raised, the meeting closed at 12.22

8) Date of next meeting Tuesday 21 September 2021, 10.30am