

## Minutes of Exeter U3A Committee Meeting

On 1st November in The Epworth Room

**Those present:-** Vivienne Watson, Chair, Lesley Churchill-Birch, Minutes Secretary,, Anne Staley, Membership Secretary, Stephanie Ward, Treasurer, Dave Parsons, Minna Egan, Secretary, Hardy Ford (observing)

**1. Welcome** Vivienne opened the meeting by welcoming everybody including Hardy Ford, who is to be co-opted onto the Committee today, to wait while we dealt with item 13. Simplifying the Production of Minutes, which Lesley had asked to be moved to the top of the Agenda.

**2. Apologies.** Julie Crichton-Smith

### Simplifying the Production of Minutes (moved from Agenda item 13)

Lesley briefly outlined an approach which she would like the committee to discuss at the next meeting concerning the format of the Agenda and ways to make minute taking easier. She offered to produce a report for consideration.

Cooption of Hardy Ford.(extra item not on agenda) Vivienne then proposed we co-opt Hardy Ford to shadow Anne Staley which was seconded by her. The meeting unanimously agreed and Dave would set Hardy up with the requisite Beacon passwords. Hardy then joined for most of the meeting-but had to leave early.

**Action:** Dave Parsons

**3. Minutes of Meetings on 4th October** were passed as correct and would now be put on the website.

**Action:** Minna Egan

### **4. Matters arising.**

New Bank Account (previously item 9) The new bank account is being prepared and we should have it in 4 weeks. It was agreed that we should consolidate the two accounts we previously had and transfer any funds into the new account.

**Action:** Stephanie

St Stephens it was noted that based on numbers signing up for groups and to be members, it was felt that the day was very successful.

There were however, some things we could learn from the experience which would help greatly for another event, i.e. the addition of meeters and greeters; a designated membership table; committee members and conveners to wear badges with their names and position. Anne reported people had given her some money and she was dealing with this.

St Stephens Grant Stephanie reported the £200 has now arrived from Third Age Trust and Vivienne had done a piece the Newsletter and would send the 500 word report requested, to Susan Parker within a month from the date of the Fair. It was left up to Stephanie to decide whether to chase up the £100 which was had been promised in June. It was noted that there was now an extra cost which we didn't know about beforehand raising the price for the flag from £162.50 to £225.00.

**Action:** Vivienne and Stephanie

Devon Link. Stephanie could not attend the Network Link Meeting on 12/10/21 but had circulated the follow up notes to committee members. The inter u3a quiz was cancelled due to covid until March

U3A Carol singing session (previously item 10) As there has been some uncertainty about whether the Christmas sing along will happen, Vivienne proposed not to put anything in the Newsletter and we will wait to hear from Julie as to what happens next.

**Action:** Julie to let us know the situation.

## 5. Reports (previously item 6)

Finance An estimated Report had been circulated in advance which was substantially the same as last month. As they were slightly out of date the actual figures are slightly better.

Speakers there is no report as Jan has been quite ill but she has booked the speaker for the January monthly meeting but she will introduce Todd Gray at the November meeting.

Membership Anne has sent out 30 forms as a result of the Groups Fair. Roughly a third responded wishing to join: We should get about 10 people from it. We now have roughly 567 members. Two community builders saw the event advertised on Facebook and came along. They plan to signpost to us. Stephanie suggested we could put a note on the community builders Facebook page saying that we have Todd Gray for November and that it is just £2 pounds if there was space. No one followed this up.

Anne mentioned how lucky we are to have Hardy Ford who will be shadowing her. We will be setting him up on Beacon for his group.

Groups. as Julie could not be with us Vivienne noted that things are going quite well with all the groups. However the question of people being turned away because groups are full was raised by Anne: she felt this is a concern and shouldn't happen. Conveners should write to people who have contacted them to join and offer taster sessions. Anne said she will email Julie about groups that she knows are full so that Julie can suggest conveners raise the issue of creating new groups. Anne felt members should be taking more responsibility for their groups and even if no-one offers starting a new group, there should be a waiting list.

**Action:** Anne Staley

Conveners Cafe. Julie had said that Lesley has offered to organise this. The meeting agreed that this should happen and that Dave should issue the necessary Beacon access for Lesley.

**Action:** Dave Parsons

## 6. November Meeting (previously item 7)

Minna had met with Marcia who has offered to do the sign in sheet; she did feel we need more meeters and greeters; one member of the committee plus one other so we have rotation of committee members and Kay Matthews It was agreed that committee members should do this.

**Action:** All

The question of lanyards and badges being worn at monthly meetings was brought up and Stephanie said she would send a simple template for the badges to Minna. Lanyards can be bought cheaply at Wilco or Smiths.

Social distancing. Minna will find out what rules the Mint has about staying safe. We know they do have restrictions on numbers in the worship area, but it would be useful to know those number and if there is a problem, we may well have to go to hybrid meetings.

The Mint does has a risk assessment which we have looked at and agree generally it is sensible.

There was a long discussion about how to manage hybrid meetings as we may have to go back to something like hybrid if we have lockdown again. In the meantime we will investigate recording or live streaming. The Mint should be able to help with this as they have been doing something similar for church services.

**Action:** Stephanie Minna and Dave

Signing in sheets ... because Marcia found it difficult managing the whole membership list for signing it at the monthly meeting , it was decided to have a blank double spaced sheet which members would sign, or print (for identification). Some felt there was an issue if people were not members, but it was generally felt that this was not an issue.

**Action:** Vivienne

Rolling News. Keith picked up things in the past by handing a memory stick to the Mint. We will ask Keith to make arrangements.

**Action:** Julie and Keith

#### **7. Timings of Monthly Meetings/cost/availability/process** (previously item 8)

Extending the meetings by half hour had been suggested to give people more time to chat. However the meeting felt that all things considered, the existing time was sufficient. The meeting therefore decided to leave timings as they are.

**No action needed**

**8. Frances Berry**, previously item 11) Frances wants to join us and is talking about standing for Vice Chair. She has said she won't be free until early summer. She's also talking about shadowing Vivienne and possibly standing for Chair at the end of Vivienne's term. It was felt she should be encouraged to come on the committee as an observer initially as she is busy with many other things. Viv has given her a note of our meetings and left her to decide. She's also starting a Genealogy group.

**Action:** Vivienne

#### **9. Any Other Business** (previously item 5)

Online classes and lectures. (Previously item 12) Minna noted the information she had received about the company, Murphy. Basically membership of the organisation is free for one free session a month. Anything over that you pay for; about £3. For £5 you get unlimited access a month and you can watch as much as you like. Theyre offering free unlimited access for 3 months for individuals, which information Minna will pass on to members.

Murphy would give us a voucher code which we would pass on to our members in the newsletter which allowed them access, but would not need membership or bank details.

It could also be noted in the Newsletter that there are other organisations like Future Learn and the University who do similar things. Stephanie would then put information on the website.

**Action:** Minna and Stephanie

#### **10. Virtual Christmas Card** (previously item 14)

Our Jackie Lawson subscription expires on 18th December. Minna asked if we want to make use of it before it expires. Its 15 a year. It was agreed that we should create a card for this year before it expires. Minna said she would chose a card and a message and send it but would let the committee see it before sending out before 18th December.

**Action:** Minna

**11. Zoom subscriptions** (previously item 15)

It was decided that we should cancel the subscription of £14.39. If we need to hold emergency committee meetings, we can use our basic free subscription

**12. Any Other Business** (previously item 5)

National newsletter Stephanie noted this newsletter used to be sent to Chair, Secretary And Membership Secretary but they've stopped. It is put on the website but members need to sign up for it. Steph will write something for the Newsletter about it.

Report from Plymouth U3A. Vivienne circulated the report to committee members, and could bring it forward to the January meeting. Basically they work differently from Exeter in that they ask members in their Newsletter what areas of interest they would like to see provided.

**13. Date of next meeting** will be Tuesday January 4th at 2pm.

The meeting ended at 3.45