

# ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Throughout March/April 2020

Held via e-mail - Out of Committee - due to Covid-19 Pandemic

(V1 dated 14 May 2020)

1. **Apologies.** Nil
2. **Minutes of Previous Meeting held on the 19th November 2019.** Read, agree and to be signed by Chair. (Copy attached). Future editions of the minutes will be published on the website.
3. **Matters Arising.**
  - a. **Newsletter Printing.** This has been completed.
  - b. **Equality and Diversity Document.** This has been completed and published as at 06-Jan-2020.
4. **Treasurer's Report.**

There are no significant issues. The account is solvent. The Treasurer reported on 09-Apr-20 that we have ended the year £108 in the black. This is down from the £800 shown in the treasurer's report. This is due to £400 income being in advance receipts from members (Jan to Mar 2020), which will be shown in year 2020/21, and £300 being spent on stamps for posting AGM/Membership renewal forms.

5. **Secretary's Report.**
  - a. The 2020 Return to TAT has been completed and sent off. A copy is held on file.
  - b. The Return to the Charity Commission was completed by the Treasurer in Dec-19. This is an electronic return; no copy can be retained.
6. **Membership Secretary's Report.**
  - a. On 23 Apr 2020, membership totalled 550 at 426 separate addresses.
  - b. A Direct Mail update was recently completed for 443 members at 340 addresses wishing to receive Third Age Matters.
  - c. All paperwork for the renewals process and the AGM has been printed. Following retendering, Anton was still the cheapest. They have proven to be very reliable in the past and therefore we will retain their services. In addition to the printing costs there is also a cost for envelopes, labels and stamps
  - d. The database (cut off at 29th Feb for receiving newsletters) was divided into 4 lots ready for printing addresses on envelopes.
  - e. All membership renewals and newsletters have now been posted and replies are coming in. There is a system of protective measures in place to protect the membership secretary and U3A members.

7. **Website Report & Data Protection Act.** The new website is now fully operational and is proving to be an excellent source of information relating to the U3A. In particular the Chair thanked Jan Ward for all her hard work to date in collating and putting out all the relevant information relating to COVID-19.

8. **Newsletter Report.**

- a. The Chairman thanked Chris Ward for all the work he is doing to keep the membership on Andover U3A in touch during the current crisis.
- b. He has continued to email all members periodically throughout the lockdown, spreading ideas about things they might want to do in order to stay connected and active. He is making extensive use of the website and has worked with Jan Ward to produce a packet of information to be posted to those members, for whom we have no email address.
- c. Following the receipt of quotes from a number of printers, the contract for the printing of the Newsletter was awarded to Bulpitt Printers, who produced a better-quality newsletter, including colour printing on the outside covers, at a considerably reduced price.
- d. All the emailed newsletters have now been distributed.

9. **Group Coordinator's Report.**

a. **Group Leaders Meeting.** There have been two Group Leader's meetings during the reporting period. These were held on:

(1) 16 Jul 2019

(2) 20 Jan 2020

b. **Group Formation Policy / Approval.** One new group has formed during the reporting period namely the Play Reading Group. There has also been a request for information regarding the establishment of a, "Climate Change Group". It was suggested that the proposer should ask the newsletter editor to circulate the suggestion to U3A members in order to gauge interest and also to contact Anton U3A to ascertain whether they already had a climate change group and/or to seek expressions of interest in joining in with the Andover U3A group, should one be formed. Correspondent was reminded of the U3A 's "non-religious, non-political principles". If there was sufficient interest the Group Coordinator would help her set up the group.

c. **Waiting Lists.** There was no evidence of any waiting lists of people waiting to join groups.

d. **Groups Audit.** A groups audit was carried out over a period of months and required several follow ups. Only the Ancient Civilisations, Family History and Nature groups failed to submit returns. Social Croquet did not submit a return, but as they have not played during the Winter and will not be playing for the foreseeable future this was hardly surprising.

e. **Group Leaders' List.** The Group Leaders' List was updated and circulated in February 2020.

f. **Recognition of New Groups.** There had been some discussion in the past few months about the authorisation process for new groups. It is agreed that the Groups Coordinator approve the formation of new groups and will only refer a proposal to the committee if the suggestion for a group is contentious or controversial.

10. **Christmas Function(s) - 2020.** It was agreed that we will have a function in the Fairground Hall very similar to the one held last year. Chris Ward did an e-mail poll on behalf of Jill Harrington, who wished to run an alternative Christmas lunch. Only 24 people showed an interest; we have informed Jill of the outcome of the poll. She can now include them with her normal Sunday Lunch group, if she so wishes.
11. **Any Other Business.**
- a. **Chairs.** The Caretaker has been ill for the last few months. As a consequence, the Committee Members, assisted by some early arrivals, have been putting out the chairs and returning them to the store after each monthly meeting. There may be a new caretaker by the end of the year.
- b. **Policy Documents.** The Secretary currently holds the following Policy Documents:
- (1) **Advice and Guidance for Group Leaders** (as at 30-Apr-2019)
  - (2) **Data Protection Policy** (as at 24-May-2018)
  - (3) **Privacy Policy** (as at 24-May-2018)
  - (4) **Equality and Diversity Policy** (as at 06-Jan-2020)
  - (5) **Cancellation and Refund Policy** (as at 23-Jan-2019)
  - (6) **Constitution** (as adopted 21-May-2019)
  - (7) **Financial Procedures** (as at 17-Mar-2020).
- c. **U3A Science Network.** The U3A Science Network was returning to Conference Aston from 10 to 13 August 2020. It is very probable that this might well be cancelled.
- d. **TAT Chairman's Letter.** This was for a day of publicity and promotion of the U3A. We were going to achieve this with the healthy Living Day on 2 April. Again, overtaken by events.
- e. **Weyhill Fair Car Park.** There are plans afoot to have the surface improved sometime in the next year. In the meantime, some improvements in parking may help.
- f. **U3A Laptop.** It has been suggested that we should buy a second laptop. This resulted in much discussion and differences of opinion. There is no urgent need for this to be addressed until our normal activities are resumed. This item will therefore be carried forward to the next meeting, where it can be discussed fully.
- g. **24th AGM.** This has been postponed until after the current pandemic is over. We need to make a decision about whether, after the resumption of activities, we hold the AGM at the first meeting or the second. To give time for notification, it is probably sensible to let members settle back in first. Therefore, the second month back for the AGM makes most sense.
- h. **New Treasurer.** This is moving into the 'some concern' category. Without a treasurer we will not be able to run a number of the groups that have a financial element. The Theatre and Quester groups come to mind. You are all asked to look out for a prospective candidate, or you may consider changing your own committee appointment.
- i. **Group Leaders' Job Description.** Both Jean and Gary have tried really hard to carry out the Group Audit, yet there are Group Leaders who have not responded. It is suggested

that we require a, "Group Leaders Job Description". In April 2019, "Advice and Guidance for Group Leaders" was produced by the previous Groups Coordinator. This has been redrafted to include an additional paragraph concerning: Annual Group Audit. The Groups Coordinator may wish to review this document so that it can be discussed at the next meeting. (copy attached). If Group Leaders were told that they must comply with this document, failure to do so could be a reason for the Committee to ask the Group Leader to leave their role.

12. **Date and Venue of next meeting:** To be decided.

Signed *Original Signed*

Dated 17 September 2020