

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

Tuesday 30<sup>th</sup> March 2021 at 1000 hours

Held via Zoom

(V2 dated 02 April 2021)

1. **Present:** Peter Villalard, David Gollings, Jean McLeod, Caroline Mills, Gary Adams, Chris Ward, Jan Ward, Su McNamara, Eleanor Wright and Richard Selley.
2. **Apologies:** Nil
3. **Minutes of Previous Meetings:** The Minutes of the previous meeting held on 09<sup>th</sup> March 2021 were agreed and signed in due course by the Chairman. These minutes will be published on the website.

## Action: Webmaster

4. **Matter arising:**
  - a. **Recruiting a Treasurer.** The Chairman welcomed the new Treasurer, Sue McNamara. She would be taking over the account at the start of the next financial year.
  - b. **Recruiting a Membership Secretary.** A new Membership Secretary had been recruited. This was to be Gail Hunter. She would take over the role after the next round of membership renewals in July 2021.
  - c. **Additional Co-opted Committee Member.** The Chairman welcomed back Eleanor Wright as the second Co-opted Committee Member. In accordance with our constitution, Eleanor would start another 4-year tenure. (Constitution Para 6.6).
  - d. **Replacement Theatre Group Leader.** A replacement Theatre Group Leader was still being sought. The post had been advertised.
5. **Deputy Chairman's Report:**
  - a. **Zoom Meetings.** With the current situation, Zoom Meetings had proven to be a vital way for Andover U3A to communicate and stay in contact with the membership. It was agreed that the Zoom account would stay in place for the foreseeable future and the standing order for payment would be renewed.

## Action: Treasurer

- b. **Future Programme.** The Deputy Chair reported that the programme of speakers up to May 2022 had been published. He also confirmed that all of the planned speakers could deliver their talk either via Zoom or in the Fairground Hall.

6. **Treasurer's Report:** The Chairman stated that the handover / takeover of the treasurer had started. The necessary permissions to operate the U3A accounts were being put in place. He emphasised that the new treasurer would get any necessary assistance from the other committee members. The following points were discussed:

a. **Recruiting New Members.** The moratorium on signing up new members was now lifted. The membership secretary stated that payment could be either by cheque, or by BACS. A third account had been set up for this purpose and would be activated in due course. It was agreed that the £10.00 annual membership cost would remain extant.

b. **Presentation of This Year's Accounts for Audit.** The Secretary would confirm With the outgoing treasurer that he would present the account to the auditor David Benham.

**Secretary's Afternote:** The following reply was received, "Regarding the Auditor, we (The Treasurer / Assistant Treasurer) arranged with Peter (Villalard) that we will produce the accounts to the committee for audit, the committee needs to liaise with the auditor regarding the audit and we will answer any questions he may have".

c. **New Balances.** The Secretary would confirm with the outgoing treasurer that he would produce new start of the financial year balances for the incoming treasurer.

**Secretary's Afternote:** The following reply was received, "Su, you and Peter will be sent copies of the accounts, including my spreadsheets which will give her the opening balances.

d. **Subscriptions to TAT.** It was unclear what our membership numbers would be after the latest round of renewals. It was likely that our membership would fall. It was agreed that negotiations with TAT would continue after the situation regarding membership numbers became clearer, probably by June 2021. Other U3As were likely to be in a similar position.

7. **Secretary's Report:**

a. **AGM.** The 2021 AGM would be on Tuesday 18<sup>th</sup> May 2021. It would be held on Zoom. The Chairman confirmed that the authority to hold AGMs by electronic means had been extended.

b. **Constitution Amendment.** The Secretary has amended the Andover U3A Constitution (as agreed at the AGM of 21-May-2019) to include the clauses for electronic AGMs. This will need to be agreed at the next AGM on 18-May-2021.

**Action: Secretary**

c. **Agenda.** The Secretary will produce the Agenda for the AGM.

**Action: Secretary**

8. **Membership Secretary's Report:**

- a. **Membership Numbers.** As stated previously membership numbers could decrease, at least in the short term. Our current membership stood at 480 (a decrease of 69. Some 9 new members had recently joined. It was still unclear what impact the COVID-19 pandemic would have overall. It was agreed that new members would now be accepted.
- b. **Recruitment Plan.** The Membership Secretary has formed a small group to examine future the recruiting of new members, particularly in the 55 - 64 age group. Details are attached.
- c. **Capacity.** Some concern was expressed about the number of members that we could actually accommodate. One factor was the seating capacity of the Weyhill Fairground Hall; this was about 120. We needed to avoid a scenario where this was exceeded. It was suggested that we could have an on-line booking in system on a, "first come first served" basis. Alternatively, consideration could be given to broadcasting the monthly talks simultaneously on Zoom. The situation would be kept under review.

9. **Website Report:** The Webmaster had produced a detailed report on BEACON, which had been circulated for information. There were no plans to proceed with BEACON at the present time. The webmaster had also explored the feasibility of transferring our website onto the Site Builder system, as a cost saving measure. The webmaster reported that Site Builder did not offer the same utility and flexibility as our current provider. There were also concerns about its future supportability. This is currently done by U3A members on a voluntary basis. After some discussion it was agreed that we would not proceed with Site Builder but continue with our current website provider. The Webmaster agreed to try and negotiate a reduction in the amount we currently pay.

**Action: Webmaster**

10. **Newsletter Editor Report:** The Newsletter Editor reported that he had received considerable input for the next edition from groups. We would now proceed to production. It was agreed that some 220 copies would be printed. This would cover the 181 copies for distribution to existing members who required it in printed format and a balance of spare copies for new members.

**Action: Newsletter Editor**

11. **Groups Coordinator's Report:** The Group Coordinator had produced an updated version of, "Guidance for Group Leaders", which had been published as the extant version. Insurance of U3A members was also discussed. In particular if the annual subscription had not been paid, would individuals still be covered by the U3A insurance. It was agreed that they would be covered in accordance with our Constitution at paragraph 5.2:

*5.2 The Committee may terminate the membership of any individual if their annual subscription is unpaid 3 months after the first day of the membership year (1 April).*

12. **Any Other Business:**

- a. **AIUTA.** Andover U3A was now a member of AIUTA, The International Association of Universities of the Third Age. Our representative is Marie-Elisabeth Deroche-Miles. She had expressed an interest in becoming a member of the

committee. It was agreed that in accordance with our constitution she could be a non-voting member and would attend committee meetings on an as required basis.

b. **Social Media Focus.** It was agreed that the impact of social media was such that we should use this to our advantage. Facebook was the most widely used. It was agreed that as part of the Membership Secretary's recruiting campaign that this would be examined further. (See Paragraph 8b).

13. **Date of Next Meeting:** The next meeting would be held on Tuesday 22nd June 2021 at 1000 hours. In accordance with the Government's relaxation of COVID-19 restrictions, which currently end on 21<sup>st</sup> June 2021, this could be a physical meeting. If this is still the case, the meeting will be held at the Secretary's house. If the relaxing of restrictions is curtailed the meeting will be held on Zoom.

Signed: *Original Signed*

Dated: 22<sup>nd</sup> June 2021

Attachment:

Membership Secretary's Recruitment Plan.