

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

Tuesday 05<sup>th</sup> January 2021 at 1000 hours

Held via Zoom

(V1 dated 06 January 2021)

1. **Present:** Peter Villalard, David Gollings, Jean McLeod, Caroline Mills, Jeanette Potts, Michael Potts, Gary Adams, Chris Ward, Jan Ward and Richard Selley.
2. **Apologies:** Nil
3. **Minutes of Previous Meetings:** The Minutes of the previous meeting held on 17<sup>th</sup> September 2020 were agreed and signed in due course by the Chairman.  
**Action:** To be posted on the website.
4. **Matter arising:**
  - a. **24<sup>th</sup> AGM - Held on Zoom on Tuesday 17th November 2020** - All the existing and new committee members were confirmed in post. There were no other comments
  - b. **25<sup>th</sup> AGM. - Tuesday 18<sup>th</sup> May 21- Electronic AGMs - Guidance** - There has been confirmation from the Government that AGMs could be held electronically (vis: Zoom or similar) until the 31<sup>st</sup> March 2021. Clearly our next AGM is after this date. As we have just entered another period of lockdown, it was a possibility that this date could be extended by the Government. It was agreed that we should adopt a wait and see policy before we either changed either the date of the next AGM or its format (real or electronic meeting).
  - c. **“Advice and Guidance for Group Leaders” dated 12-May-2020** - It was agreed that for the present, the existing document would remain extant. When groups were once again meeting normally the content would be reviewed.  
**Action: Groups Coordinator**
  - d. **Membership Application Form - Amendment** - The form had now been amended to include provision of payment by BACS.
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 payment for Zoom would continue for the present. The requirement would be reviewed in the future.
  - b. **Future Programme.** The next monthly Zoom meeting was scheduled for 19<sup>th</sup> January 2021. A speaker had been booked. It was agreed that the

future programme would be arranged on a month-by-month basis. The Deputy Chairman had to ensure that each planned speaker could deliver their talk via Zoom. He confirmed that he had a long list of reserve speakers who could present on Zoom, so finding a substitute should not be difficult, if required. It was agreed that the “rolling” programme would be published on the website, confirming dates and speakers, as it was confirmed.

6. **Treasurer’s Report:** The Treasurer had produced a full report, which had been distributed separately to committee members. The following are specific points raised:

a. **Reserves** - The Treasurer confirmed that there was a requirement to hold a reserve fund to cover any unforeseen events or areas of risk that might arise for which Andover U3A had liability. In addition, there were some £940 held in reserve in the events fund. Some of this money was held against a known liability. It was agreed that the balance should be transferred to the general reserve.

**Action: Treasurer**

b. **Asset Register** - The laptop previously used by the photographic group, should be transferred to the Deputy Chairman, for possible use at future monthly meetings. This is an old laptop, with probably unsupported software. It was agreed that when things returned to normal, consideration should be given to the purchase of a new laptop. The hard drive in the old laptop should then be destroyed (data protection).

**Action: Committee**

c. **Future Membership Subscriptions Payment** - The Membership Subscriptions Payment to TAT is based on our maximum membership number. This payment is due in April 2021. The Treasurer stated that based on the figure that we forwarded to TAT in our last return, we may not collect enough in membership subscriptions to cover this cost, particularly as our membership numbers are likely to decrease, at least in the near term. The result would be a drain on our reserve fund. This was a problem facing many other U3As. TAT was aware of this issue but had not yet addressed it. It was agreed that we should delay payment; get an accurate assessment of our true membership numbers in July 2021 and then negotiate a payment with TAT, based on these revised membership figures.

**Action: Membership Secretary / Treasurer**

d. **Theatre Group.** The closure of theatres had created a number of issues for the Theatre Group, with regards to cancelled shows and the need to issue refunds. The Treasurer confirmed that the necessary refunds had now been made. The Theatre Group had the largest membership and deals by far with the largest sums of money. The Treasurer reiterated that all moneys associated with Andover U3A had to go through our account, for which the Andover U3A committee had responsibility. Recent events had highlighted that accounting for money within groups, particularly where substantial sums were involved, had always to be regulated, transparent and auditable. The Treasurer / Assistant Treasurer would be able to offer advice to group leaders as to how they should undertake this.

**Action: Treasurer**

6. **Secretary’s Report:**

a. **Diaries** - Diaries had been ordered from TAT and sold to those members

who had pre-ordered them. There were now no further diaries remaining for sale. The “diary account” and payment cheques have been passed to the Treasurer.

7. **Membership Secretary’s Report:**

- a. **Membership Numbers** - As stated membership numbers are likely to decrease, at least in the short term. It was unclear what impact the Covid-19 pandemic would have overall. Membership numbers would be reviewed in July.  
**Action: Membership Secretary**

8. **Website Report:** The Webmaster had produced a full report, which had been distributed separately to committee members. There were no specific points raised. The webmaster stated, that in view of the new lockdown the, “Keep Smiling Page” would be scrubbed and restarted.

9. **Newsletter Report:**

- a. **Herbert Gardner** - The Newsletter Editor reported that Herbert Gardner had relinquished his responsibilities regarding the production of the Andover U3A Newsletter. The Committee wished to thank Herbert for his long and sterling service to Andover U3A, in particular for all the hard work he had done on the Newsletter over many years. We wish him well for the future.

10. **Groups Coordinator’s Report:** The Group Coordinator had endeavoured to establish which of our groups were still operating. A number were operating by means of Zoom, but a number were currently in abeyance. The current lockdown was likely to restrict activity still further.

11. **Any Other Business:**

- a. **Theatre Group Leader** - The post of Theatre Group Leader was now vacant, and a replacement needed to be sought. The Webmaster agreed to draft a suitable, “advert” to go onto the website. This would be circulated to the committee for comment, prior to posting.  
**Action: Webmaster**

- b. **Fairground Hall Hire.** Since the Covid-19 pandemic restrictions, the hire of the Fairground Hall had not been renewed. The Assistant Treasurer agreed to contact the Fairground Hall to establish what the current situation was.  
**Action: Assistant Treasurer**

**Secretary’s Afternote:** The Assistant Treasurer had contacted the hall manager and he confirmed that he had kept the third Tuesday for the U3A, ready for when we were able to resume our live monthly meetings. He also confirmed that the hire charge was £15 an hour.

- b. **TAT - Important Advice on u3a / U3A Branding** - The committee were all aware of the recent changes to “U3A” branding, in particular the change from, “U3A” to “u3a”. The Chairman stated that each U3A was an independent charity and that in our documentation, were known as, “Andover U3A”. When referring to the “U3A / u3a as a generic, it appears that either form is acceptable. The only advantage of the lower-case format is there is no requirement to use the shift key, when typing it!

12. **Date of next meeting:** The next meeting would be held on Tuesday 09<sup>th</sup> March 2021 at 1000 hours on Zoom

Signed: *Original Signed*

Dated: 9<sup>th</sup> March 2021