

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Tuesday 09th March 2021 at 1000 hours

Held via Zoom

(V3 dated 17 March 2021)

1. **Present:** Peter Villalard, David Gollings, Jean McLeod, Caroline Mills, 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 05th January 2021 were agreed and signed in due course by the Chairman.

Action: Webmaster

4. **Matter arising:**

a. **Resignation of Treasurer / Assistant Treasurer.** The Chair informed the Meeting that the Treasurer and Assistant Treasurer had resigned with immediate effect. The outgoing Treasurer stated that he would perform the following prior to handing over to a successor:

(1) Produce the accounts for the year ended 31 March 2021 in a state to be audited. The bulk of this work has already been completed.

(2) Help the auditor in any way in relation to transactions during his period as Treasurer.

(3) Login to the account in early April to check year end balances in preparation for the Audit, undertaking not to transact on any account merely to view balances and transactions.

(4) Regarding any payments to be made from now on, having resigned, In order to comply with the bank mandate, would not make any further transactions on the U3a bank accounts. Therefore, alternative arrangements for further payments will need to be made. Transactions expected are:

(a) The Zoom payment will be by the final standing order. This ceases in March and alternate arrangements are needed for April and onwards.

(b) Payment(s) to future monthly speaker(s).

(c) The web hosting payment.

(d) Any other items eg relating to the newsletter or membership renewal.

(e) Interest received on the savings account.

(5) The outgoing Treasurer will also reset the accounts spreadsheet for the incoming Treasurer to use.

b. **Recruiting a New Treasurer** - The Chair undertook to draft the text for the recruiting of a new Treasurer. It would be emphasised that any applicant would be fully supported by the committee and the outgoing treasurer will complete all necessary paperwork for a smooth takeover. The account will be prepared for audit and all questions relating to previous transactions will be answered by the outgoing Treasurer. To ensure a continuity of activities the new treasurer would preferably be in place by 01st April 2021. The Chair stated that in the event that we were unable to find a new treasurer, consideration would need to be given to closing the Andover U3A.

Action: Chair

Secretary's Afternote: This has been completed and e-mails have been sent to all U3A members.

c. **"Advice and Guidance for Group Leaders" dated 12-May-2020** - It was agreed that the groups that had the highest levels of risk were those that operated outside, viz: walking (all varieties), Quester groups, theatre and to some degree golf and croquet. Some changes to the existing document needed to be made. These were:

(1) Emphasising the need for Group Leaders to conduct an appropriate risk assessment. This would include a recce (as appropriate), identification of hazards, areas of difficulty (eg that might affect members with reduced mobility), going, terrain, weather. Members of the group should be appraised of these risks prior to embarking on the activity.

(2) All Retiring Group Leaders should ensure that having handed over to their successor all personal data relating to group members should be deleted from any of their personal electronic media that is used to store such information.

Action: Groups Coordinator

d. **Transfer of Funds to the General Reserve.** - This had been completed.

e. **Purchase of a New Laptop.** It was agreed that this would be delayed.

f. **Replacement Theatre Group Leader.** A replacement Theatre Group Leader was still being sought. The previous Theatre Group Leader was setting up his own group, completely separate from the U3A. It was agreed that wording would need to be put in the Andover U3A Newsletter to emphasise that this group was completely separate from and therefore nothing to do with Andover U3A.

Action: Newsletter Editor

5. **Deputy Chairman's Report:**

The Andover U3A is a Registered Charity, No. 1072274.

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.

b. **Future Programme.** Zoom meetings would continue for the time being, possibly until July 2021. The Deputy Chair reported that most of the planned speakers could deliver their talk either via Zoom or in the Hall. 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 required.

6. **Treasurer’s Report:** The outgoing Treasurer had produced a full report, which had been distributed separately to committee members. Increasing of fees was discussed. It was agreed that there would be no increases until 2022. No fundamental changes to our ways of working were planned.

7. **Secretary’s Report:**

a. **Diaries** - The sale of 2021 Diaries had been completed. The necessary paperwork had been passed to the Treasurer and therefore the task was now complete.

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 no new members would be accepted until after the next committee meeting, when the situation regarding a new treasurer would be clear.

Action: Membership Secretary

b. **Membership Secretary Retirement.** The Membership Secretary announced that having completed 3 years in post, it was her intention to stand down in August 2021, after the next round of membership renewals. There would therefore be a need to recruit a replacement.

Secretary’s Afternote: Gail Hunter has offered her services as Membership Secretary to take over from Jean. Her name will be put onto the AGM agenda so that she can be formally voted in.

9. **Website Report:** The Webmaster had produced a full report, which had been distributed separately to committee members. There were no specific points raised. It was agreed after some discussion that we would not join BEACON at the present time. She stated that expressing an interest could result in a, “hard sell”. The cost of BEACON was currently £1 per member. The webmaster agreed to send out a link to the BEACON video and user guide.

Secretary’s Afternote: This has been completed.

10. **News Editor Report:** The Newsletter Editor reported that he had requested input for the next edition from groups. We would have to wait until the next meeting to confirm whether we would be able to proceed to production (ie printing). This would depend on the situation regarding a replacement treasurer.

11. **Groups Coordinator's Report:** The Group Coordinator had established which of our groups were still operating. A separate report had been produced showing the groups still operating and those currently in abeyance. The situation was likely to improve over the next few months.

12. **Any Other Business:**

a. **Site Builder** - The Webmaster had produced a comprehensive report on, "Site Builder". It would essentially give us the same capability that we have currently, with the advantage that it would save £216 per annum. It was agreed that we should proceed with, "Site Builder". The Webmaster agreed to undertake the necessary work to implement this.

Action: Webmaster

b. **AGM 2021** - The date for the next AGM was provisionally set for Tuesday 18th May 2021. This would be a Zoom Meeting. The AGM would be followed by a monthly speaker. The Secretary would produce the Agenda.

Action: Secretary / Assistant Chair

c. **U3A Recruiting Campaign.** The U3A was running a recruiting campaign. The Membership Secretary assisted by Caroline Mills would investigate possible ways in which we could participate in the national U3A day scheduled for 02nd June 2021.

Action: Membership Secretary

d. **COVID Restrictions.** The situation was improving. Key dates were likely to be:

(1) 29th March 2021 - "Rule of Six" reinstated. Outside exercise for groups of 6 (or 2 separate households). Golf and Croquet permitted

(2) 12th April 2021 - Serving of Food and Drink in outside areas.

(3) 17th May 2021 - Groups of up to 30 can meet out of doors; groups of up to 6 (or 2 households) can meet indoors; theatres and museums reopen; adult indoor group sports and exercise classes can restart. Pubs and Restaurants able to seat customers inside.

(4) 21st June 2021 - All legal limits on social contact removed.

e. **Additional Co-opted Committee Member.** Following the resignation of the treasurer and assistant treasurer, there was a requirement to recruit a second co-opted member.

Secretary's Afternote: Eleanor Wright has agreed to come back to the committee and has been duly co-opted. As she has had a year's break from the committee, she begins another 4-year term of office. (Constitution Para 6.6).

f. **Future Virtual Annual General Meetings.** It was agreed that there was a requirement to amend the constitution to formally permit virtual (Zoom) AGMs. This would be put forward at the next AGM.

Action: Secretary

13. **Date of Next Meeting:** The next meeting would be held on Tuesday 30th March 2021 at 1000 hours on Zoom

Signed: *Original Signed*

Dated: 30th March 2021