

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Tuesday 22nd June 2021 at 1000 hours

Held via Zoom

Dated: 26 June 2021

1. **Present:** Peter Villalard, David Gollings, Gail Hunter, Jean McLeod, Su McNamara, Caroline Mills, Jan Ward, Chris Ward, Eleanor Wright and Richard Selley.
2. **Apologies:** Gary Adams
3. **Minutes of Previous Meetings:** The Minutes of the previous meeting held on 30th 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. **Retention of the Zoom Account.** It was agreed that the Zoom account would continue to be retained for the foreseeable future.
 - b. **Subscriptions to TAT.** (See below).
 - c. **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.** Zoom Meetings had proved to be a great success. Attendance at the last couple of meeting had reduced slightly, but this is probably due to better weather and the relaxation of some COVID-19 restrictions.
 - b. **Fairground Hall.** Under the current timetable the government plans to lift all COVID-19 restrictions on 19th July. If this occurs, we should be able to resume our monthly meetings at the Fairground Hall in August. The Deputy Chair agreed to contact the Fairground Hall to confirm when they were planning to open and whether there would be any restrictions on use.

Secretary's Afternote:

The Deputy Chair has contacted the Fairground Hall. At present the Fairground Hall has not fixed a firm date for reopening. A decision will be made after the 19th July 2021, when Government guidelines are clearer. Our dates for future usage of the hall have been confirmed.

6. **Treasurer's Report:** The Treasurer reported that there was now some activity on the account. Questers 2 were organising a trip to York and monies for this were being paid into the events account. There were healthy balances in both the current account (£2900.00) and the savings account (£4000.00). She also reported that she would be having a meeting with David Rae, who had agreed to provide Su with an overview of his

method for running of the account. Su also agreed to ask David Rae if he would contact David Benwell, our auditor, to see how the audit was progressing.

Action: Treasurer

7. Secretary's Report:

a. **AGM.** The 2021 AGM was held on Tuesday 18th May 2021. It preceded the monthly meeting and was via Zoom. A quorum for the meeting was readily exceeded.

b. **Annual Return to TAT.** The Secretary reported that the annual return to TAT had been deliberately delayed as it was unclear what our membership numbers would be after the latest round of renewals. It was thought that our membership might decrease. The annual return has now been completed using accurate membership figures (See below). Other U3As were likely to be in a similar position.

c. **Constitution Amendment.** The amendments to the Andover U3A Constitution (as agreed at the AGM of 21-May-2019) now include clauses for holding electronic AGMs. This amendment was agreed at the AGM on 18-May-2021.

8. Membership Secretary's Report:

a. **Membership Numbers.** Currently, there were 484 members on our books. This was 62 less than this time last year. Of these 484 members, some 383 have either renewed or joined for the first time. We have welcomed 18 new members since 1st January 2021, of which 7 have joined this month (June 2021).

b. **Additional Statistics.** Based on our total membership (484), 43% are now opting for an e-mailed newsletter. Some 54% of those that have paid up (383), want the TAT magazine and 51% have signed up for Gift Aid.

c. **Handover.** The handover to Gail was going well. A number of activities have been covered: incoming renewals and new members and the membership spreadsheet. Next to be covered will be the welcome pack for new members, the whole process for the preparation of and sending out of renewals, the TAT upload and using the subscriptions bank account (No.3).

d. **Subscriptions Bank Account (No.3).** The No.3 Subscriptions account was working well and in addition to bank transfers received, the Membership Secretary was paying all the cheques and cash received into this account and asking the Treasurer to transfer it to the main account in sizeable amounts.

e. **Membership Card Dates.** The dates on the Membership Cards for April and May 2022 were wrong. The quoted dates of 15th April and 15th May should be 19th April and 17th May respectively. It was agreed that an amendment would be published in the Newsletter giving the correct dates.

Action: Newsletter Editor

f. **Membership Renewal Cut-off Date.** The Membership Secretary stated that this year it would have been practical to cut off renewals on 30th June, with the reminder having gone out early in June. This is a point to bear in mind for next year. Membership renewals will now be extended to the end of July 2021.

g. **Publicity Days 2nd and 5th June 2021.** The Membership Secretary gave a resume of the 2 Publicity Days held on 2nd and 5th June 2021. A summary is attached. The Chairman thanked all of the people involved, both those organising the event and those manning the stall, for all their hard work. The general consensus was that it had been very worthwhile. It was agreed that consideration should be given to having another similar event in December. This will be discussed further at the next meeting.

Action: Secretary

9. **Webmaster Report:** The Webmaster had produced a separate report which is attached. It was confirmed that the website contract had been downgraded, reducing the cost from £18.00 to £8.40 per month (VAT inclusive).

10. **Newsletter Editor Report:** The Newsletter Editor reported that the Newsletter had gone out in April. He was pleased to say that he had received considerable input for this edition from groups. He would start to seek input for the Autumn issue in August. The next issue would also include a listing of all groups.

Action: Newsletter Editor

11. **COVID-19 Update.** The Chairman gave an overview regarding the situation relating to COVID-19.

a. **Outdoor Activities.** Essentially outdoor activities (eg walking, croquet and golf) had now resumed (with a group size currently limited to 30).

b. **Indoor Venues.** Responsibility for COVID safety at indoor venues, such as pubs and halls etc was the responsibility of the venue management. They would determine capacity, seating arrangements and separation distances etc,

c. **Private Houses.** Current government restrictions limit numbers to 6 people. Social distancing should be applied as far as practicable and maximum ventilation should be provided.

d. **Guidance for Group Leaders.** The Chair stated that there were 2 documents that Group Leaders should be aware of:

- (1) U3A KMS FRM 016 (Personal Members Checklist - Pre-attendance)
- (2) U3A KMS FRM 014 (General U3A Activity Risk Assessment Checklist in Covid-19)

12. **Any Other Business:**

a. **Frequency of Committee Meetings.** There was some discussion about the frequency of committee meetings. We are mandated to hold 3 meetings per year (one of which can be the AGM). Frequency of meetings has been as follows:

- 2019 - 5 (including 1 AGM)
- 2020 - 4 (including 1 AGM)
- 2021 - 5 (including 1 AGM)

with another meeting scheduled for September. This has exceeded the statutory minimum each year. The situation will be reviewed again at the next meeting.

Action: Secretary

b. **Length of Talks at the Monthly Meetings.** It was reported that some of the speakers on the Zoom monthly meetings ran over their time. It was agreed that on Zoom it was very difficult to cut a speaker off mid-stream. However, if any listener has a pressing engagement there was nothing to stop them leaving the meeting whenever they wished. The speaker will be unaware of their departure!

c. **Social Media Focus.** It was agreed that we would not pursue the recruitment of a Social Media Focus.

d. **TAT Elections.** The Chairman stated that he had registered to vote on our behalf in the TAT elections. Because our membership had fallen below 500, we were only entitled to 2 votes. No committee members nominated any preferred candidates. The Chair would choose 2 candidates on our behalf.

13. **Date of Next Meeting:** The next meeting would be held on Tuesday 21st September 2021 at 1500 hours. It was planned at this stage that it would be held at the Fairground Hall after the monthly meeting.

Signed: *Original Signed*

Dated: 24th September 2021

Attachments:

1. Webmaster Report.
2. Report by the Membership Secretary on Publicity Days.
3. U3A KMS FRM 014.
4. U3A KMS FRM 016

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