

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Friday 24th September 2021 at 1800 hours

Held via Zoom

Dated: 14 October 2021

1. **Present:** Peter Villalard, David Gollings, Gail Hunter, Su McNamara, Jan Ward, Chris Ward, Eleanor Wright and Richard Selley.
2. **Apologies:** Caroline Mills, Linda Fanning
3. **Minutes of Previous Meetings:** The Minutes of the previous meeting held on 22nd June 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. **Audit of the Account.** The Chairman reported that he had been in contact with the auditor and the audit was in progress. He also stated that we would need to find a new auditor for next year.
 - b. **“Publicity Days Event” in December 2021.** It was agreed that we would not hold another, “Publicity Event” in December 2021.
 - c. **Groups List Update.** The Groups List Update had been completed and a new up to date list produced. The following groups were extant, but had been placed in suspended animation, pending the recruitment of a new group leader:
 - (1) Theatre Group.
 - (2) Golf.
 - (3) Sunday Lunch Group.
 - (4) Rummikub.
 - (5) Family History.
 - (6) Villagers.

If anyone wished to volunteer to become the group leader of one of these groups, they should contact Linda Fanning, the new Groups Coordinator. The updated groups list will be passed to Linda, as part of the handover.

Action: Secretary

Secretary’s Afternote: Following the meeting the serials (5) and (6) have been added to the list. The need for replacement group leaders is becoming a serious issue. Every effort must be made to find replacements.

5. **Treasurer’s Report:** The Treasurer gave an update on the account:

As at 21/09/21	Assets	Liabilities	
Main	£2,449.92	Speakers (to 31/03/22)	£738.60

No 3 Account	£190.00	Hall Costs	£315.00
		Zoom Account	£86.34
		I&I	£50.40
		New PA System	£163.50
		SSL	£25.00
Sub-Total	£2,639.92	Total Liabilities	£1,378.84
	-£1,378.84		
Main Balance	£1,261.08		
Savings Account	£4,036.09		
Total	£5,297.17		

- a. **Debit / Credit Card.** The provision of a debit / credit Card for our Main Account was discussed. Currently the Treasurer pays suppliers using cheques or cash transfer. There are security concerns with the latter. It was agreed that the provision of a credit / debit card should be pursued.

Action: Treasurer

Secretary's Afternote: Out of session the committee has agreed to obtain a Debit card for the Events account with the Treasurer being the sole user. Group leaders will be informed on the usage of the card once it has arrived.

- b. **Gift Aid.** The Treasurer reported that the Gift Aid claim had been made. The total amount received was some £605.01.
- c. **U3A Diaries.** It was agreed that U3A diaries would be made available to those that wanted them. The same procedure as last year would be instigated. Diaries would only be procured against firm orders (paid for by cheque in advance). The Newsletter Editor agreed to advertise this facility, with a cut-off date for orders of 31-Oct-21. The Secretary would then order the diaries from TAT and distribute them to purchasers. The Secretary would initially pay for the diaries, envelopes, and stamps (for postage) and claim the total back from the Treasurer.

Secretary's Afternote: After further discussion it has been established that the plan outlined above is the most cost-effective method of procuring diaries for those members that wanted them.

Action: Newsletter Editor / Secretary / Treasurer

6. Membership Secretary's Report:

- a. **Membership.** At the Completion of the renewals process membership stood at 420. Since then, a further 22 had joined, increasing our total membership to 442. It is worth noting that the maximum membership we have ever achieved was 546. Thus, notwithstanding COVID / Lock-down etc, we have maintained some 81% of our maximum ever membership figure.

- b. **Renewal / Membership Form.** The Membership Secretary reported that in conjunction with the Groups Coordinator the Renewal / Membership Form would be redesigned. This proposal was agreed in principle.
- a. **Member Identification Numbers.** The Membership Secretary proposed that every Andover U3A member would be allocated an identification number. This would simplify the booking in procedure at the monthly meetings, as those arriving would just need to record their number. This proposal was agreed in principle.
- d. **Membership Period.** The membership period was discussed. Currently members have a “3-month period of grace” (from the 31st of March) in which to renew, (extended to July 31st in 2021). Up to this point individuals are still considered to be U3A members. It was not clear what the legal implication of this were and there were also questions regarding U3A insurance cover. This is a topic which will need to be considered further.

Action: All

7. **Webmaster Report:**

- a. The Webmaster had produced a separate report which is attached. The Webmaster reported that security, which up to this point had been provided at no cost, would hence forth cost £25.00 per year. It was agreed that this was a necessary expenditure. It was agreed that the Webmaster should procure the necessary SSL Certificate for the website.

Action: Webmaster

- b. **Beacon.** It was agreed that we would not go onto Beacon at this time.

8. **Newsletter Editor Report:**

- a. **Printed Newsletters.** The Newsletter Editor reported that the requirement to print Newsletters had reduced to some 120 copies, representing about 40% of the total. It was agreed that these would all be posted to recipients, rather than made available for collection in the hall. (The other 60% received their Newsletter electronically). As the majority of new members are opting for an electronic copy of the newsletter, it was agreed that the practice of sending out a printed version of the latest issue of the newsletter to all new members as part of the welcome pack should end. There might also be a case for sending out an electronic version of the latest issue for those new members who have chosen this option but further discussion is required to decide who sends it out and whether we still do so if a new issue is due out soon.

Action: Newsletter Editor / Membership Secretary

- b. **Autumn Newsletter.** The Newsletter Editor was compiling the input for the Autumn Newsletter. The next issue would also include a listing of all our groups.

Action: Newsletter Editor

9. **COVID-19 Update.** The Chairman gave an overview of the September meeting, which was the first one held in the Fairground Hall, since lockdown started. There were some 55 attendees. However there had been issues:

Having planned our first public meeting since Jan 2020 we narrowly missed a disaster. The key the Andover U3A possesses did not open the right-hand door. Nobody had informed us that the lock had been changed. No one in any of the nearby shops had the code for the key press which held the new key. By chance, Chris the new cleaner, was passing and he opened the door for us.

Once inside we discovered that the microphone for the audio system was missing. There was no solution to this one, the speaker had to shout!

Although we didn't use the kitchen, there appeared to be 2 new secure cabinets, but it was not clear what they contained and there was also no indication if the keys/key press numbers had been changed. All in all, this was not an auspicious start.

The Chairman had written to the Fairground Hall manager requesting that we should not be charged the hire fee for September. The Chairman also asked for a face-to-face meeting before the October meeting, so that we could be provided with the additional key, the missing microphone could be replaced and the new kitchen arrangements explained, if there were any. It was agreed that the Vice Chair and the Secretary would meet the hall manager to address the points above.

Secretary's Afternote: The Vice Chair and the Secretary have liaised with the hall manager. We are now in possession of the missing key for the new lock. The microphone for the sound system has been replaced. This is now locked away and the key is held in a new key press for which we have the combination. The key press for the kitchen is unchanged; we have confirmed the combination. The locked cupboards in the kitchen, to which we do not have access, contain comestibles belonging to other hall users. We have ready access to all the crockery etc that we require.

10. **Christmas Function.** It was agreed in outline that there would be a Christmas function on Tuesday 14th December in the Fairground Hall. The Vice Chair stated that Dave Moylan had been booked to provide entertainment. This was entitled, "Magic and Music Hall". The event would be run by Caroline and Eleanor. The details of the event would be agreed by a sub-committee (Caroline / Eleanor / Su / David) at a Zoom meeting to be held in November, (ideally before the next full committee meeting on the 16th of November).

Action: Caroline / Eleanor

12. **Any Other Business:**

- a. **U3A Projector.** The U3A projector was now on loan to David Rae. The inventory should be updated to show this. It was agreed that all our property should be held as "nil value", to avoid artificially inflating the value of the account.

Action: Treasurer

- b. **Amazon Smile Charitable Donations.** The Amazon Smile Charitable Donations system was discussed. It was agreed that this would not be pursued further.

- c. **Potential Safeguarding Issues.** The issue of harassment was discussed. It was agreed that any incidents of harassment within Andover U3A must be reported directly to the Chairman as quickly as possible.
- d. **New PA System.** A new PA system had been procured. As before, this would be held by Nigel Knott, as the Quiz Group was the main user.
- e. **GDPR.** It had been suggested that a list of all those people who had not renewed their membership should be sent to all group leaders. However, this would contravene GDPR regulations. Group leaders were only authorised to hold details of their own group members. Requirements to confirm membership, should be done through the Membership Secretary / Groups Coordinator.
- f. **Financial Guidance Document.** The Vice Chair had produced a Financial Guidance Document. This was in addition to the Financial Policy Document; it did not replace it. It was intended to provide clarity.
- g. **Zoom Account.** It was agreed that we would continue to keep the Zoom account running.
- h. **Annual Subscription.** The current rate of annual subscription is £10.00 per member. The subscription payable to TAT is increasing. There will also be increased postage costs. The possibility of the need to increase the annual rate to £11.00 was very briefly discussed. This will require more consideration at the next meeting.

Action: All

13. **Date of Next Meeting:** The next meeting would be held on Tuesday 16th November 2021 at 1500 hours at the Fairground Hall after the monthly meeting.

Signed: *Original Signed*

Dated: 16th November 2021

Attachments:

- 1. Webmaster Report.

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