

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Thursday 17th September 2020

Held via Zoom

1. **Apologies:** Gary Adams; Caroline Jean Mills
2. **Minutes of Previous Meeting:** held throughout March / April 2020 via e-mail - Out of Committee - due to Covid-19 Pandemic, dated 14 May 2020. Read, agree and signed by the Chair and published on the website.
3. **Matters Arising.**
 - a. **Returns.**
 - (1) **Return to TAT.** This has been completed.
 - (2) **Return to the Charity Commission.** The Secretary has updated the Trustees list. There is some further input required to the financial part of the return. It was agreed that Treasurer would contact David Rae (the outgoing treasurer) to discuss the completion of this part (which was required by the end of Jan-20). **Action: Treasurer.** The Secretary would give the Treasurer the Andover U3A log-on details for the Charity Commission. **Action: Secretary.**
 - b. **Christmas Event 2020.** It was agreed that due to the present situation there would be no Christmas event in the hall at the Weyhill Fair. The Vice Chair reported that we had made a contractual commitment with a professional magician for December 2020. This could only be changed or cancelled by mutual consent. It was agreed that the Vice Chair would try to postpone for one year to December 2021. The Vice Chair also agreed to pass a copy of the contract to the Treasurer. **Action: Vice Chair.**
 - c. **24th AGM.** Due to Covid-19 we had been unable so far to hold the AGM. It was agreed that we would hold the AGM on 17th November 2020 via Zoom. This was expected to last about 15 minutes and would precede the monthly meeting. Notification of the AGM would be put on the website and in the next Newsletter (mid-October). The AGM Agenda was sent out with the previous Newsletter in April. **Action: Secretary / Newsletter Editor / Webmaster.**
 - d. **Group Leaders Job Description.** There is currently no formal Group Leaders Job Description, however, there is a draft, "Advance and Guidance for Group Leaders" dated 12-May-2020. It was agreed that this document was sufficient for the task. The Groups Coordinator is requested to circulate this document for final agreement. **Action: Groups Coordinator.**
4. **Treasurer's Report.**

The handover of Treasurers has been successfully completed. The account is solvent. The following points were raised:

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

- a. **Spare Laptop.** There is spare laptop, that was previously used by the photographic club. It would be passed to the Vice Chair for possible use with guest speakers at monthly meetings, when these resume. This laptop, however, is old and runs on Windows-7. Its future utility will need to be kept under review.
- b. **Membership Numbers.** The Covid epidemic could result in a reduction in membership. The Treasurer agreed to carry out a stress testing exercise to establish the impact of a 10% and 15% reduction on future income, in particular on our ability to pay for future guest speakers. **Action: Treasurer**
- c. **Theatre Group Refunds.** Many members of the Theatre Group were due refunds due to the cancellation of performances due to Covid. Many refunds were still outstanding. The Secretary would contact the Theatre Group Leader to try and establish which refunds were still outstanding. **Action: Secretary.**
- d. **Transfer of Accounts.** The Treasurer explained that there would be new subscription arrangements as the Membership Secretary wants members to be able to make payments direct to the U3a bank account. A new account is being set up so that members will be able to send subscription payments directly to this account. This new account is required to be able to keep things clearly separate and assist the Membership Secretary, who will have online access to this account. Any member paying by cheque will send the cheque, payable to Andover U3A and the Membership Secretary will bank it, as has always been done. This new arrangement will be an additional option for members and will be progressed as soon as we hear from the bank. The Membership Secretary will need to add new wording to the Application Form to accommodate bank transfers. **Action: Membership Secretary.**
5. **Policy Documents - Financial Instruction.** The Financial Policy Document has been amended following the handover of Treasurers and is now fully extant.
6. **Monthly Meeting on Zoom.** The monthly meeting held via Zoom on 15th September was successful. Initially there were some technical teething issues that had now been addressed. Some 45 U3A members had watched the presentation on, "18th Century Hoaxes". It is hoped that numbers watching will increase over time. Our use of Zoom is likely to increase in the future. The Zoom account cost some £16.00 per month. The Vice Chair agreed to establish what notice was required to terminate the contract. **Action: Vice Chair.**
7. **Impact of Covid-19.** The Chair stated that Covid-19 has had a significant impact on our activities. This was frustrating for many members. However, government restrictions had the sole aim of controlling and defeating the virus. We should stop looking for ways to circumvent the advice and restrictions put in place. A high proportion of our members were 70+ and therefore in a vulnerable category. Everyone should follow the advice given on the government and TAT websites. The necessary links are on our Andover U3A website.
8. **Diaries.** After some discussion it was agreed that the following action would be taken:
- a. There would be a one-off opportunity to order diaries. This would be advertised on the website with a closing date of 30 September 2020. (In addition, the Newsletter Editor will also email all members about ordering diaries). This will establish the number required. In addition to the cost of the diary, purchasers will also need to be charged for postage. It is vital that cheques are received with orders. (Cheques need to be made out to Andover U3A Events Account). Cheques should be sent directly to the Secretary, making it clear who the cheque is from. The Newsletter Editor has a complete list of postal addresses. **Action:**

Newsletter Editor. The Newsletter Editor agreed to establish the total cost per diary, including postage.

b. The Secretary volunteered to order the requisite number of diaries and post them to the recipients. **Action: Secretary.** He will be reimbursed by the Treasurer for the expenditure incurred.

9. **Any Other Business.**

a. **AIUTA.** The Chairman reported that Andover U3A was now a member of The International Association of Universities of the Third Age (AIUTA).

b. **Anticipated Expenditure.** The Treasurer requested that he should be kept abreast of any anticipated expenditure for the coming year. **Action: All**

c. **Climate Change Group.** The Groups Coordinator had received an-mail from the new Climate Change Group, asking if they could make suggestions to Test Valley Borough Council on behalf of Andover U3A. They were told that making suggestions to the council would be seen as trying to influence council policy and therefore breached the U3A's non-political ethos. Also, it was likely that not everyone in Andover U3A would agree with the suggestions being put forward supposedly on their behalf. The Groups Coordinator did pass the query onto U3A UK.

d. **Membership Audit.** The Groups Coordinator had not received any input regarding the membership audit for several weeks, so it was probable that those who are going to supply information have done so. The Groups Coordinator will send out a list of groups that have sent in their details and ask for any stragglers, then audit that limited number of groups that have been and may continue to meet, "in their less than sixes."

12. **Date and Venue of next meeting:** Tuesday January 5th, 2021 at 1000 hours on Zoom.

Signed *{Original Signed}*

Dated 5th January 2021

Attachments:

1. Membership Secretaries Report.
2. Treasurer's Report.
3. Webmaster's Report.