

ANDOVER U3A (CHARITY NUMBER: 1072274) COMMITTEE MEETING MINUTES

Tuesday 06th December 2022

Held via Zoom

1. **Apologies:** Jan Ward; Chris Ward
2. **Chairman's Opening Remarks.** The Chairman explained that the purpose of the meeting was to specifically discuss two issues that had arisen and needed resolution before the next scheduled committee meeting in February 2023. Matters arising from our previous meeting in October would be discussed in February.
3. **ITEM 1: Internet Security.** This issue had arisen because the e-mail boxes of a number of U3A Group Leaders had been hacked and spurious e-mails had been sent to members as a result. The hacking of e-mail is a common occurrence; it had happened to most of those present. It was agreed that we should try and tighten up our on-line security as much as we could. The Web-master had circulated a very helpful summary to committee members:

All the real email addresses of Andover U3A members on our website have been replaced with functional email aliases, ie aliases relating to the member's position within Andover U3A such as webmaster, chair, questers1, croquet etc.
(Action complete)

I don't believe the presence of the personal email addresses on the website is connected to the hacked email accounts and the subsequent emails, but there are obvious small but real dangers in publicising our real email addresses. The main danger is "spoofing" your email address, ie creating an email address that looks like yours, and this could be used to try and con people connected to you (ie also on the U3A website) to click a link that would install a virus or make requests for money. Once the virus/malware is installed then you are in real danger of having your email hacked, all contacts copied, passwords stolen etc. Once your email address is known then it is much easier to find out other personal information that can be used for identity theft.

The recent problems have probably been from a hacked email account that has U3A member email addresses in the email address book. This is largely unavoidable, we all publicise our email addresses by emailing people, using the aliases may help a bit, but once you reply to any email from your email account then your email will probably end up on the recipients list of contacts. [\(This would, however, provide at least a first line of defence.\)](#)

All this just reinforces the need to follow sensible precautions such as:

- a. *Keep your anti-virus software up to date.*

- b. *Keep your computer updated with security fixes*
- c. *Be very careful before clicking any links and downloading anything*
- d. *Have SEPERATE STRONG passwords for all important accounts, use a password vault if it helps.*
- e. *Keep your personal computers / tablets / phones and any other devices protected.*

It was agreed that these 5 points would be put out to our members in the next newsletter.

Action: Newsletter Editor

- 4. **Telephone Numbers.** It was agreed that no personal telephone numbers should appear on the website.
- 5. **Website Disclaimer.** It was agreed that the Andover U3A website should have a, "Disclaimer", stating that any events advertised and any information shown was exclusively for U3A members.

Action: Web-master

Secretary's Afternote:

The Webmaster has completed the following:

- a. Made it clear that the groups and activities are for Andover U3A members only.
 - b. Added a section on computer security.
6. **Groups Coordinator Display Board.** It was agreed that the e-mail addresses on the Groups Coordinator display board would be changed to "appointment@Andover U3A". The Groups coordinator would contact Group Leaders to elicit their views on putting their personal telephone numbers on the display board. It was generally agreed that the data on the Groups Coordinator display board was safe to display in the hall.

Action: Groups Coordinator

- 7. **ITEM 2: Claiming Gift Aid - 2-Tier levels of Annual Subscription.** The Chairman appraised the meeting that the rules on claiming gift aid were clear. Those paying the higher rate were doing so specifically to get the TAM. It is illegal to claim gift aid for the purchase of items. Therefore, gift aid can only be claimed for all members at the lower rate. (Note: The 2-tier charging proposal will be voted on at a Special General Meeting in January 2023. Should the proposal be defeated there will have to be a higher membership rate for all members. This would need to be voted on separately at the AGM in May 2023).

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

8. **Date and Venue of Next Meeting.** The next meeting would be the normal previously scheduled committee meeting to be held on **Monday 27th February 2023** at **1030 hours** at **57, Conholt Road**, Andover, SP10 2HS.

Signed

Dated