



## Buckingham & District U3A

### Minutes

**For the 239th Committee Meeting held at 10:00 am 27 July 2020 via Skype.**

Participating: Martin Paul (Chairman), Lilia Bogle (Vice Chairman), Paddy Collins (Treasurer), Derek Morgan (Webmaster), Roland Simpkins (Speaker Secretary, Lorna Joy (Membership Secretary) and Steve Heywood (Group Liaison Officer).

Apologies:

None

Absences

Carolina Kenealey (Newsletter Editor)  
Cliff Dammers (Secretary)

The Chairman welcomed the Committee Members and opened the meeting.

Matters Arising

It was agreed that the last open meeting via Zoom went well. The Committee decided that the open meetings would continue to be held via Zoom until the Third Age Trust covid guidelines allow large in person meetings.

The Committee discussed a possible Group Co-ordinators meeting. The Group Liaison Officer had sent an e-mail question to the Group Co-ordinators asking if they favoured a meeting (in virtual form). He has received 35 responses, 24 yes, 7 no and 4 others. He will extend the deadline for responses.

The Committee discussed the need to find replacements for the Secretary and the Membership Secretary. Lorna said that she would be willing to carry on for a bit and would be willing to shadow the new Membership Secretary, as Janti Mistri had shadowed her. The Association's Constitution limits the Secretary's term to three years.

The Vice Chairman suggested that it would be easier when trying to recruit replacements if there were job descriptions available. There is a job description for the Membership Secretary post on the Association's website.

The Committee discussed the possibility of the Newsletter Editor's stepping down. Carolina Kenealy has not finally decided whether she will carry on. The position could be made easier if the newsletter was not posted and only distributed by e-mail, distributed at the open meetings or using a commercial posting service. Over time more and more members will be happy to receive the newsletter by e-mail. However, the biggest problem is obtaining sufficient content. The Chairman will speak to her again.

The Chairman will investigate what other local U3A associations do about newsletters.

The Committee discussed future meeting via Zoom or Skype. The Speaker Secretary will investigate whether it is possible to book meetings using the same ID and Password instead of having to create a new link every month.

The Committee noted that the Third Age Trust AGM, scheduled for 29 September 2020, will be held via Zoom. The Chairman and Vice Chairman said they would be prepared to participate.

#### Membership Secretary's Report

The Association has 819 current members and 120 lapsed members.

The Membership Secretary tabled a draft message to members about the Committee's decision to waive membership subscriptions for the coming year. After a discussion of whether the waiver should be for the 2020-2021 or the 2021-2022 year, the Committee approved the draft as submitted, with a waiver of the subscriptions for 2020-2021.

Members who paid by direct debit and standing order should instruct their bank or building society not to pay this this year and to pay in 2021. Any members' erroneous payments will have to be treated as a charitable contribution because of the administration effort required to track and repay erroneous payments.

The Membership Secretary reported that the Association's Gift Aid claim from HMRC for last year was submitted in September or October and she will submit the current year's claim shortly.

Some members are due refunds because they overpaid. The Membership Secretary and the Treasurer will ensure they are paid.

#### Treasurer's Report

The Treasurer reported that the Association's finances continue to be in good shape.

#### Group Liaison Officer's Report

The Group Liaison Officer reported that with the easing of lockdown some groups have resumed meeting. Some venues have reopened. Many groups are using Zoom to hold meetings, but other groups are still refraining from resuming meeting.

#### Webmaster's Report

The Webmaster reported that there have been over 400 visits to the notice of the Wednesday open meeting.

## Speaker Secretary's Report

The Speaker Secretary reported that some Group Co-ordinators are not forwarding notices of the open meetings to their members.

All of the open meeting speakers for the remainder of the year have agreed to speak via Zoom if that continues to be necessary.

The Committee discussed how questions for the speaker at the open meeting should be handled. The Chairman will curate the questions submitted with the chat function that Zoom provides.

**The next meeting of the Committee will be held on 24 August 2020 at 10 a.m. via Skype.**

Charity No. 1177534