



BUCKINGHAM & DISTRICT U3A

MINUTES

**For the 245th Committee Meeting held at 10:00 am Monday 22nd February 2021
online via Zoom**

Present:

Present: Lilia Bogle (Chairman), Paddy Collins (Treasurer), Derek Morgan (Webmaster), Ann Abraham (Membership Secretary), Steve Heywood (Groups Liaison Officer), Roland Simpkins (Speaker Secretary), Dorothy Morgan (Secretary).

Apologies: None received

Absences: None

- 1. Welcome:** The Chairman Lilia Bogle welcomed the Committee Members and opened the meeting. The Minutes of the meeting held on 22nd January 2021 were approved. Previously outstanding Minutes for November 2020 have been received and were approved.
- 2. Chairman's Report:** The chairman mentioned the vacancy for Vice-Chairman and reported that a candidate has now been found who has seen the job description and is willing to stand. His name is Howard Mordue, who is well known in Buckingham, having been involved in local government for many years and who has served as Mayor in the past. The Committee voted to approve the appointment by proposal followed by a show of hands.
- 3. Treasurers Report:** The Treasurer updated the Committee on his evaluation of an online Accountancy system and has decided to look into purchasing SAGE, as they have a good level of support with a UK helpdesk. This could be done with a discount, via the Branch sign up to Charity Digital's distributor Tech Soup.
The new Chair and Membership Secretary are currently being set up for Banking facilities, and Ann is able to get statements and has used the online help to get logged into the Business account.
There are a few issues that have arisen for Lilia, and these are being looked into.
A Business card is also being applied for on behalf of the Secretary who will use it to purchase software and other items associated with the new website hosting.

With regard to membership fees, we have sufficient finances available to give members another payment holiday this year. A decision has not been taken as it depends on how soon the Branch is able to open and recommence activities.

4. Membership Secretary's report: The Membership Secretary presented her Report and the figures show there have been 24 deceased members with a total of 827 current. There have been 6 new members joining since October.

Ann sends out approx. 750 messages for the Open Meeting although the report shows that only 595 are on email, which may indicate duplication.

There is also a question about what constitutes 'lapsed members' in the Report. The Committee may need to review how 'lapsed members' are managed/followed through at the dbase/manual interface. For example, we rely on the GC's to work from a 'lapsed members list' to remind group members regarding their subscriptions. The Covid lockdown spotlights a flaw in this approach! An additional consideration is how many GCs realistically access Round-Cube to pick-up the 'lapsed members lists'? This issue was highlighted after following through a few queries where members had lapsed status recorded and Ann investigated 'the why'.

In response to a specific member's query, the Treasurer said that if someone had actually paid but was shown as not paying, then there was discretion to offer a refund. Most payments are made using the Banking system, only a few people use other means.

Ann asked for it to be recorded that she is very grateful to Lorna Joy, the previous Membership Secretary, and very much appreciates all her help and support during the handover period.

5. Group Liaison Officer's Report: The Group Liaison Officer reported that not much had changed since last month. People were looking forward to resuming outdoor activities when permitted to do so.

6. Speaker Secretary's Report: There is no problem organising speakers. However, raised query about the 28th July meeting which is normally a "summer social" but does not seem likely to be allowed at present. It might be an idea to have a virtual meeting and arrange a speaker, but the committee left that in abeyance for the time being.

Roland was thanked for organising the last speaker from Historic Palaces whose talk attracted 100 people. Apparently, she does one about "Ghosts" which may be appropriate, and he will look into that as a possibility.

7. Webmaster's report: A new hosting provider has been retained and asked for help with the site migration to the new server. This has resulted in slow progress to date, particularly as Derek is not familiar with the process and needs to ask questions at each stage, then wait for support to respond. Derek wished to thank Roland and Mark, Roland's son, who is the ultimate tech support for the current website, for their help and support.

Everyone has been asked to downsize their email inbox. Mark Simpkins will assist with the transfer of the email accounts, but Derek would like to limit the numbers that are fully transferred as many GCs have the mail sent to their own email and don't use the online system very much, so won't need to access previous email.

There is still some spam arriving, latest is messages apparently coming from Committee members, so a warning has been sent out to alert users to this possibility. This is particularly important for those using their own email at home, which may not necessarily show the "real sender". On Round-Cube it's quite easy to show up the "from" address and thus be able to move those messages straight into the spam folder.

- 8. Vacancies/ Shadows:** It was agreed that the two Committee members wanting shadows, the Treasurer and Webmaster, would send a job description to the Membership Secretary who would send out a message to members and hope to find someone willing to volunteer for one of the roles. Treasurer mentioned that he will return one or two TAT and Charity Commission related duties to the Secretary that the previous Secretary was not covering.

With regards to the Newsletter Editors role, Lilia reported that she has spoken to Carolina Keneally who has indicated she will continue in that role so long as she is not required to become a Committee member and Trustee. There had been some discussion of what software she would need to create the Newsletter and she will let the Committee know if she needs anything other than Libre Office.

- 9. Any other Business** - Member Link: it was confirmed that this information from the National office has now been posted on the website. The meeting was then closed.

Next meeting to be held on Monday 22nd March 2021 online via Zoom at 10.00 a.m.

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