



BUCKINGHAM & DISTRICT U3A

MINUTES

For the 246th Committee Meeting held at 10:00 am Monday 22nd March 2021, held online via Zoom

Present: Lilia Bogle (Chairman), Howard Mordue (Vice-Chairman), Paddy Collins (Treasurer), Derek Morgan (Webmaster), Ann Abraham (Membership Secretary), Steve Heywood (Group 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. This was the first meeting attended by the new Vice Chairman and he was welcomed to the Committee.

The Minutes of the meeting held on 22nd February 2021 were approved, with the following matters arising.

Item 6: Query with regard to a speaker for the July meeting, to be held online, in lieu of the usual summer social. Speaker Secretary will organise this.

Item 8: Job (or Role) descriptions for Committee members, query as to whether they should be on the website. It was concluded that they should not be on the site but made available on request. Treasurer will send the Secretary previous role descriptions to hold on file, although they will probably need revision as and when a new candidate is required.

2. **Chairman's Report:** The chairman said that there had been a good response to the Newsletter, with the Newsletter Editor having produced 12 pages so far including photos and articles. Closing date is 26th March. Labels will be needed for dispatching by post, these will be arranged once the size is known.

Regarding a possible re-start in September, it was suggested that we might have something in a garden or public outdoor space, with catering arranged. This was generally agreed as being a good idea.

3. **Treasurers Report:** Treasurer reported that we still have sufficient resources to hand, and could potentially last another year (or more) without subscriptions being paid. GCs are being advised they should collect contributions as normal, once they are able to re-start.

4. **Membership Secretary's Report:** There is little change from last month with 2 deceased, reported verbally last month, now included in total of 24. New members are stable at 6 since 1st October 2020. Some other counts vary slightly from last month, i.e., +/- 1; these small changes are consequence of such as the reported deaths, individual members requesting change of their email status, etc.

A total of 748 are emailed with the meeting information. The mailing to Third Age Trust shows 634 have the TAT magazine. Households with more than one member only receive one copy of magazine, as per standard U3A policy.

Membership Secretary will work on Gift Aid next month, and the Treasurer will be able to help with that. We can claim Gift Aid on what's been received although not officially charged.

The Chair queried whether we could ask people joining what their previous occupation was and collect some data. Ann is to look at the Application Form but raised concerns that any new data gathered cannot, at least at this point in time, be stored on database and thus would need to be manually processed.

Chairman suggested the report could be less frequent, and it was confirmed that being an automated process there is no problem with that. Committee agreed with this proposal.

5. **Group Liaison Officer's Report:** A message was sent out to GCs asking their views on restarting, feedback is that they are generally ready to start once it's possible to do so. Many groups have venues which are still shut. Outdoor activities should start soon, for example 18 walkers when the rules are relaxed. Others such as Music for Pleasure will need to wait until indoor venues can be used.

One GC, Judy Austin, would like to start a new group for discussion in Spanish, starting in May. It would have to be 6 as maximum number to start with.

Strollers has been taken over by Barbara Willis, and Gardening needs a volunteer. Railways hope to meet in July. Croquet hopes to restart in April, Table Tennis and Badminton in May. Wildlife can't meet until October.

Plans are being made dependent on the relaxation of rules. Chairman suggested a piece in the Newsletter would be useful.

Webmaster queried whether they had done Risk Assessments, and they should also read the TAT guidelines. Perhaps something on this should go into the Newsletter.

Treasurer queried the situation with the Bridge groups, where membership has been dropping and may need to be combined or re-vamped. Perhaps Steve could send out a questionnaire on the discussion points raised. This could possibly ask members if they want to re-start, and what their level is. There is an affiliation to Bridge Association but this doesn't reveal their level. Agreed that Steve and Paddy would work on canvassing Bridge group members.

6. **Speaker Secretary's Report:** Bookings have been made ahead for online speakers until July, and several others who had to be cancelled have now said they can't do anything before 2022. Query from Chairman that perhaps the September one could be a live event, and Roland will look into that.

General discussion on whether people entering the Zoom session could be kept muted, as there is a lot of noise disruption at the start if it's 2.15 p.m. People don't seem to realise they can be heard and seen whilst they are joining, and can talk over the speaker as a result. Agreed that the Chairman would introduce the meeting at 2.30, rather than 2.15, and the speaker could wait a few minutes for the notices to be given.

7. **Webmaster's Report:** The website is now active on the new host provider's server, and the email accounts remain to be moved. The site has been updated as far as possible; the address remains the same.

He expressed his gratitude to both Roland and Mark Simpkins for the invaluable help given in carrying out the move. Mark Simpkins has enabled progress to be much faster than it might otherwise have been, due to Webmaster's lack of previous experience. The email accounts are in course of being transferred over, and Mark will check that everyone is happy with that, before the old accounts are deleted from the previous server.

8. **Any Other Business:**

- a) **Retention and Recruitment publication** (toolkit) available from TAT. This was discussed and it was concluded that a sub-committee of 4 would meet separately to see how these ideas might be incorporated into our local policies. The 4 members would be Chairman, Vice-Chairman, Treasurer, and Secretary. They will meet via Skype to be organised by the Secretary and then report back to the Committee in due course.
- b) **Guidance from TAT on re-starting after COVID** following Government guidelines. Discussion on what questions could be asked and agreed we couldn't really ask for medical disclosure as such, as this might be seen as too intrusive. However, as a Committee we should ask all GCs to complete the Risk Assessment form, to be read alongside the TAT guidance that closely maps the Government Roadmap for Covid lockdown easing. It was decided that the form should be circulated by the Group Liaison Officer to all GCs with a request to apply this to any re-starting plans, taking into account their individual membership profile. This ensures that the GCs and their groups are fully aware of all the important matters to consider before re-starting groups.
- c) **AGM date for Third Age Trust** – 26th August 2021. Chairman and Secretary were willing to attend this, which may be a hybrid model, pending further information becoming available from TAT. There would also be scope for an ordinary member to attend, and this would be mentioned at the forthcoming Open Meeting.
- d) **Arrangements for supporting new members** during/after COVID, the previous arrangements for New Member coffee mornings were discussed. Chairman will mention in the Newsletter that we hope to resume those coffee mornings by the end of the summer.

Membership Secretary confirmed that she sends out a welcome email to all new joiners, along with their membership cards. Suggestion that she sends a follow-up email updating them, and perhaps a virtual coffee morning might be arranged meanwhile. Membership Secretary will ask Ginny Booth (New member Liaison) about this possibility. In the usual coffee morning, GCs could attend and canvass for new group members, perhaps that might be included in some way.

Query as to whether we need to identify the specific people who have joined since lockdown, perhaps they should all have a "virtual coffee morning" invitation.

Chairman suggested perhaps a leaflet might be produced, with information about us as a local organisation and how it fits into the National organisation. This could also be looked into by the sub-committee.

9. Next meeting to be held on **Monday 26th April 2021** online via Zoom.

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