



BUCKINGHAM & DISTRICT U3A

MINUTES

For the 247th Committee Meeting held at 10:00 am Monday 26th April 2021 online via Zoom

- 1. 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).
- 2. Apologies:** None received
- 3. Absences:** None
- 4. Welcome:** The Chairman Lilia Bogle welcomed the Committee Members and opened the meeting.
- 5.** The Minutes of the meeting held on 22nd March 2021 were approved with no outstanding matters arising.
- 6. Chairman's Report:** The Chairman reported on the meeting of the sub group set up to discuss the topics of retention and recruitment, and summarised the points discussed at that meeting. These included the resources provided by National U3A which cover various relevant topics. The conclusions in brief were to appoint new Committee members, one for the Retention and Recruitment role, and one for the Publicity and Advertising role. These should be filled as soon as possible.
- 7. Treasurer's Report.** The Treasurer reported that the TAT return has been sent, there are some invoices to pay but generally funds are good.
- 8. Membership Secretary's report.** There is no report as such due to previous agreement to submit figures to the committee less frequently. However, the Membership Secretary reported that we have 11 new members to date, who have joined since 25th September 2020. They have had Open Meetings (held online) but may not have had any Interest Group activity during this time. Gift Aid is currently in hand.

Given that all members up to 3rd September 2020 were allowed free membership for October 2021-September 2022, the Committee agreed to exceptionally sanction the carrying forwards of these 11 members fees to cover Oct 2021-Sept 2022. i.e., as we would normally do for anyone joining on 1st July onwards. This exceptional extension will apply to any new members joining for the remainder of this year.

With regards to the database, she had looked into adding fields to capture the skills of new members, but it was essentially a closed unit and could not be amended. The Welcome letter already asks about skills that members may have, and the application form has no more space for information gathering, alongside the need to process any data gathered.

9. Group Liaison Officer's Report. It is felt that generally people are ready to start meeting again in person, and will be ready to do so when they are permitted to do so. They are already meeting outside when they can and will be looking for something more normal in the reasonably near future.
Treasurer mentioned the Bridge Group which meets at Maids Moreton Community Centre, which is apparently due to send out Covid guidelines. It is unclear what those will consist of, and in view of the potential end to restrictions in June it's uncertain what will be required. E.g., use of hand sanitiser, etc. It is felt that attendees would have to accept any potential risk when they attend group meetings.
The Community Centre will be complying with all regulations as required, once these are known in detail.
10. Speaker Secretary's Report. Speakers have been booked for the next few meetings up to the 28th July on Zoom, and information has been sent out by the Membership Secretary. However, both he and his wife have not received that message, although it appears they were on the distribution list, Membership Secretary will look into that. Meetings due to be held after then will be the September re-start, which it is hoped will be in person.
11. Webmaster's report: the hosting change has been carried out for the website, which seems to be satisfactory, and for email. However, email is causing quite a few issues at present with the webmail in particular being slow and prone to error messages, server lag and time out issues. This has been reported to the hosting provider and they are looking into it, and the Webmaster feels that the current technical issues are beyond his knowledge and expert help and advice is required.

After some discussion it was felt that a specialist consultant should be engaged to look at the situation in more detail and see what could be done to assist with this. One option might be to upgrade the existing package to a higher specification, which will entail moving to another (better) server. Another might be implementing Google workspace for email; the free business level email from Google. Chair suggested a student from the University might be able to help with transfer and set up, although the hosting company may do that for us.

However, all these options need to be explored in more detail, and it was decided that a sub group of Vice-Chair, Webmaster, and Treasurer would arrange a meeting with David Hall of Cloudy IT, in order to look at the options available, seek his advice, and report back.

Some GCs use their home email, with the official mail being forwarded to them. It was decided that some Committee members would use their home email address as a temporary solution, although for the Webmaster and Secretary they are using Thunderbird (a desktop mail client) which works quite well for them in speeding up access. It is also possible to link the webmail to any mail app including Gmail if users have it on a tablet, for example, or it can be linked to an iPad or iPhone. Instructions can be provided if required.

12. Any Other Business – as follows:

- Our bookings for the Community Centre – date for December was decided as being the 16th December. This is actually a Thursday, because the Wednesday is already booked by another organisation, but it was felt this would not pose too much of a problem if people were informed.
- Summer Event: it was felt this should be incorporated with the September restart of face-to-face meetings.
- New Members Virtual meeting; this was discussed but in view of the short time remaining before we hope to re-start meetings in person, it was felt to be a good idea to leave these for the time being. However, new members should meanwhile be aware of who to approach with any questions, either for groups or via the Committee.
- Sub group Feed Back – see above – it was agreed that a FaceBook page should be set up to appeal to younger members or potential members who may be browsing to see if one exists. This will contain a link to the website for more information on groups and joining. This will be done as a page rather than a group, which minimises the need for attention as it will act as a redirection service to the web site for more information.
- Committee News Letter Articles – the next Newsletter should repeat the request for Committee Shadows. There is potential for Committee members to write a short piece about their particular role for the Newsletter, to help members see how the organisation works.

13. Next meeting to be held on Monday 24th May 2021 online via Zoom.

Charity No. 1177534