



## BUCKINGHAM & DISTRICT U3A

### MINUTES

#### **For the 248th Committee Meeting held at 10:00 am Monday 24<sup>th</sup> May 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 26<sup>th</sup> April 2021 were approved.
- 6. Chairman's Report:** With regards to contacting the University Computing department to request assistance with the website transfer, contact had been made but there were no students able to help at present, whilst the head of department has no spare capacity to help. This situation may change as more students return to their studies.
- 7. Treasurer's Report:** There is still a substantial balance. Has been contacted by groups wishing to use the Youth Club and other local premises, and has forwarded the Insurance Certificate to them.  
HMRC are happy with the Membership Secretary's submission.
- 8. Membership Secretary's report:** Gift Aid and the TAT return have both been submitted. She will be messaging new joiners to welcome them to the branch.
- 9. Group Liaison Officer's Report:** there has been some activity recommencing since 17<sup>th</sup> May with some GCs arranging to meet. Some are waiting for the 21<sup>st</sup> June before re-starting, so re-starting is not necessarily on track.  
Two new groups have been suggested, one is Arthur Newman "Singing for Fun" to be held at the Athletic Club. The second is Jane Templeman who is wanting to start a group for Rug Hooking, she is a teacher of this craft and has all the necessary equipment to get started. She is a new member recently joined. These will be publicised at the Wednesday Open Meeting.

Badminton and Table Tennis are also restarting.

Other restarting for groups will be updated once the June date has arrived.

He has spoken to Judy Austin who has said she is willing to act as shadow, and has explained the role to her.

10. **Speaker Secretary's Report:** Thanked the Membership Secretary for sending out the bulk emails to invite members to the meetings and give them details of the links to access the meetings.

The meeting on 22<sup>nd</sup> September is set to be a live event provided the Community Centre is available. The Treasurer confirmed that the Swan Practice will finish vaccinations in mid-June, and Jardines Pharmacy will then take over until the end of August, so our date should be honoured unless there is some completely unforeseen change.

It will most likely be necessary to note who attends and ask for their contact details, and will also depend on what Covid regulations are still in force, such as hand sanitising, distancing, etc. Details will have to be kept for some time afterwards.

11. **Webmaster's report:** Has been looking at hosting proposals and a VPS (virtual private server) has been suggested by the current company, with the large or supersize being closest to our needs. The virtual server will give us all our own resources as if it were our own dedicated server, and will be physically located in the UK data centre. Costs for this would be less than a dedicated server.

They are currently checking the existing setup which they say has some issues, and it is to be hoped they will be able to improve things. Shared servers can work but need to be somewhat more powerful than the one we have at present, hence the solution mentioned above.

If were to move then they would transfer the site itself over, but we will need some help when moving the email over. It will need to be downloaded and then uploaded to the new site. We have asked another company for comment and they said the same, i.e that they would transfer the site but not the actual emails. A local web developer was asked the same question but couldn't help, suggested we get a good hosting package and use a newsletter programme for the bulk mailings.

Treasurer suggested we transfer site to new system and set up email as a fresh start, asking users to download (archive folders can be set up on local mail client) anything they are sure they wish to keep. This should speed up the email and avoid transferring any issues with existing mail. Webmaster is able to do that, but would need help in moving any mailboxes users want to retain. He feels the Large server should be a good choice and we can then see how it goes, with the option to upgrade should it be necessary at a future date.

Membership Secretary asked about the current provider's service and it was confirmed they are responsive to any queries so far, and would be happy to stay with them. It may be possible to use Thunderbird for bulk mailings, or use Outlook or Gmail. Ann confirmed that messages could be sent in batches over a couple of days, which may make things easier. Chairman suggested that starting again without existing emails could be an easier way forward. It was suggested that a meeting be set up with David Hall to help the sub group come to a decision, and if possible to organise some help, and the Chairman would be happy to accept whatever is decided.

Webmaster will speak at the start of the Open Meeting on Wednesday to alert people to look in their "spam" folders for messages, we have had reports of some going into spam and not being seen. They just need to be retrieved and marked as "not spam" to ensure

messages get through in future.

## **12. Any Other Business:**

The Committee considered whether the 22<sup>nd</sup> September meeting for the re-launch could be branded as U3A Day. It was generally agreed this would be a good idea and perhaps the Community Centre could be opened for the whole day with groups setting up stalls and refreshments provided, with a speaker in the afternoon. The speaker has already been booked, just needs some organisation on the other sections of the day.

Covid compliance for Venues: National guidelines have been noted by the Committee.

New Facebook group has been set up for general members and has attracted 6 people to date. This included one new member who seemed keen to get involved and has proposed a new group – see above.

Designation of chairman – Lilia requested this be changed to “chairperson” in future documents, which is a more accurate description.

Vice-Chairman mentioned a “Volunteer Day” to be held on 10<sup>th</sup> July in Bourton Park, Buckingham, and the Committee would like more information on that as it hadn’t been notified. However, it was felt that waiting until after 21<sup>st</sup> June would be best just in case anything unforeseen prevented that going ahead.

Discussion took place on whether we wished to continue meeting on Zoom rather than in person, and it was decided to continue for the foreseeable future as it was convenient and didn’t require leaving home to attend a meeting.

The general Facebook group for local members has now been set up and has attracted some joiners, it is hoped it will expand as more people hear about it.

Ann gave apologies for the Open Meeting on Wednesday, cannot attend due to another engagement.

## **13. Next meeting to be held on Monday 21<sup>st</sup> June 2021 online via Zoom.**

*Note that Robert Winks will attend to take the Minutes, as the Secretary and Webmaster will be away on holiday on that date, all being well. He has agreed to shadow as minute taker only.*

Charity No. 1177534