



## BUCKINGHAM & DISTRICT U3A

### MINUTES

**For the 252<sup>nd</sup> Committee Meeting held at 10:00 am Monday 25<sup>th</sup> October 2021 online via Zoom:**

**Present:**

Present: Lilia Bogle (Chairperson), Howard Mordue (Vice-Chairman), Paddy Collins (Treasurer), Derek Morgan (Webmaster), Ann Abraham (Membership Secretary), Roland Simpkins (Speaker Secretary), Dorothy Morgan (Secretary).

- 1. Welcome:** The Chairperson Lilia Bogle welcomed the Committee Members and opened the meeting.
- 2. Apologies:** received from Steve Heywood whose comments were submitted in advance, see below.
- 3. Absences:** As above.
- 4. Minutes of the Meeting held on Monday 20<sup>th</sup> September 2021:** These were approved.
- 5. Matters arising:** None.
- 6. Chairperson's Report:** LB mentioned that the first Open meeting held in September seems to have been a very successful one, with approximately 80 attendees on the day. It was felt the Covid measures taken were appropriate, and the Committee generally agreed that in view of rising numbers, these precautions should continue. Attendees will be asked to use hand sanitiser, and to wear a mask when moving around the hall. LB will bring a box of masks to the meeting to be made available to attendees.  
At the start of the meeting, she will ask for volunteers to help with refreshments.  
**Action: LB**
- 7. Treasurers Report:** The Treasurer confirmed that finances remain very good, and that the accounts had been signed off.  
Tables will be available on Wednesday, as already requested by GLO, and extras will be put out as required on the day.  
The hall is booked for our event but the smaller hall has another event going on at the same time. However, this should be finished by the time we want access later in the afternoon.

**8. Membership Secretary's report:** The Membership Secretary is working through the renewals, and has had several calls from members asking for information about their payments, which she is not able to help with, as they concern their personal account. Many hours are being spent on getting the database up to date. She will consult with Janti in the next few weeks to carry out some maintenance on the database, due to having a year without payments last year.

The year-end returns need to be done, although the TAT return has been sent.

The processing of cheques has been made a little easier now that she is able to use the App for scanning and submitting them electronically.

Membership cards will be sent out in November.

Suggestion made by DJM on investigating use of a card reader for payments at meetings. It was concluded, after discussion, that this was unlikely to provide the information required to link the payments to the membership details, and would probably have a very small take-up.

**9. Group Liaison Officer's Report:** The Group Liaison Officer had previously requested that 3 tables be set out for groups to use on Wednesday, and it was confirmed that others would be available on the day.

**10. Speaker Secretary's Report:** The speaker is all set for Wednesday 27<sup>th</sup> and he will arrive at around 1.45 p.m. He will need a microphone and technical support will need to bring the projector and a stand.

**Action: DJM**

**11. Webmaster's report:**

There are still some scam emails arriving, the latest purporting to be from our hosting company, or from some individual Committee members. It's best to just put these into the Spam folder. Any messages from personal names of Committee members are likely to be spam as they should come from the official email addresses.

When messaging all the GCs it's preferable to put the address into the BCC box to prevent recipients replying to everyone on the list, which has happened a couple of times recently.

**12. Any other Business –**

The question of refreshments at the meetings has not been resolved to date. LB will ask for volunteers at the meeting, see above.

On the question of signing in, the Community Centre does not have Track & Trace. It was felt using a sign-in sheet would result in a long queue to get into the hall. TAT insurance only requires we comply with the terms applicable at the venue. However, perhaps we should consider counting the attendees at the AGM.

Discussion on roles and responsibilities document, suggestion made that HM may like to take over the Publicity role and keep the Newsletter separate.

AGM follows the next meeting, and the Committee, particularly those who have already served 3 years, were asked to make sure they indicate by the 10<sup>th</sup> November whether they intend to stand again. This will enable a notification of the AGM to be sent out by email to all members in advance of the date of 24<sup>th</sup> November.

Next meeting to be held on Monday 22<sup>nd</sup> November 2021 online via Zoom at 10.00 a.m.

**Charity No. 1177534**