



## BUCKINGHAM & DISTRICT U3A

### MINUTES

**For the 253rd Committee Meeting held at 10:00 am Monday 22<sup>nd</sup> November 2021 online via Zoom:**

**Present:**

Present: 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).

- 1. Welcome:** The Vice-Chairman, Howard Mordue, welcomed the Committee Members and opened the meeting.
- 2. Apologies:** received from Lilia Bogle who has submitted some notes via the Vice-Chairman.
- 3. Absences:** As above.
- 4. Minutes of the Meeting held on Monday 25<sup>th</sup> October 2021:** These were approved.
- 5. Matters arising:** None.
- 6. Vice Chairman's Report:** LB has given him some notes on several topics as follows.
  - a.** We should keep Covid precautions in place as cases seem to be rising at present. Query on who would be willing to do refreshments, and Roland confirmed that Judith (his wife) had organised a team to do these for future meetings. She has a new member assisting her, who may be willing to take a more active role, if requested.
  - b.** Question of signing in at the AGM – the Treasurer confirmed we were not bound to sign everyone in, but could count heads to make sure we had a quorum – 5% of total membership. Some groups have asked for tables at the AGM, and it was confirmed these can be provided.
  - c.** Replacement for GLO; it was agreed we could potentially get someone in from outside our U3A to take on this role, and ask them to become a member. SH was prepared to assist anyone that was appointed, and act as deputy whilst staying on for an interim period. Someone could approach one or more of the new members who seemed keen to get involved. Restarting the new members coffee morning was discussed, and January might be the right time to arrange this. Ginny Booth is moving away but is happy to help a replacement to get started. Perhaps she can be asked to prepare a checklist/handover document.  
**Action: LB/AA/GB**

- d. Christmas Social – a programme needs to be prepared with decisions taken on how the entertainment will be provided, perhaps background music on entry, with a performance after the meal. Milady Clayres Music is booked.

There is a Quiz being prepared which can be completed by a table or individually, also a Raffle with 2 prizes obtained from local firms. These are a bunch of flowers and a voucher for a cream tea for 2. More prizes could be obtained, bottles of wine and/or chocolates etc.

The Committee felt that the meal, Quiz and Raffle, should be free this time. A programme with running order needs to be drawn up for the event. **Action: LB/RS/DMM**

- (7) Treasurers Report:** The Treasurer confirmed that the report and accounts were available on the web site, and the Charity Commission report had also been submitted.

After the AGM there may be a change in the Trustees names, and there is a need to appoint different signatories for the Bank accounts.

Tables will be available at the AGM, as already requested by GLO, and extras will be put out as required on the day. Chairs will be spaced out more to allow for distancing.

The hall could take up to 20 tables of up to 8 for the December Social event, although these could be reduced in number to allow up to 100 to attend and keep distancing in place.

- (8) Membership Secretary's report:** The Membership Secretary arrived a little late for the meeting, having experienced some laptop problems. She will need to claim on the warranty and book a repair, and the issuing of membership cards will be delayed as a result.

The report giving the summary of the database records had been submitted and was accepted by the Committee.

Comment was made by PC that if the laptop was beyond repair or almost out of warranty, a new one could be obtained.

- (9) Group Liaison Officer's Report:** The Group Liaison Officer commented that he was about to step down, but that it was regrettable to see a number of groups without a Co-ordinator. This was due to a lack of volunteers, where the members didn't seem to realise how important it was to have someone to run the group.

HM commented that LB's notes mentioned feedback from the Area Meeting where the suggestion was that groups be asked for a "contact" rather than a "co-ordinator" which may encourage group members to come forward and not feel obliged to be group leader.

However, this would be more practical if applied to new groups by asking for a "contact" in the first instance, and may encourage them to run the group collectively. The question could be a discussion point at the AGM.

- (10) Speaker Secretary's Report:** There are no speakers arranged until January. AA made the suggestion that a representative of the East West rail link could be asked to give a short slot at the end of the January meeting. This would be of interest to anyone living near the proposed route of the new rail line. **Action: RS/AA**

- (11) Webmaster's report:**

Some groups have been updating their pages. The Digital Camera group has been asked about their knowledge of running "hybrid" meetings with some attendees present and others on Zoom, but no response has been received.

Technical Support has been given a large "portable" speaker which the dancing group felt

was far too big and heavy for them to manage. There was also a box of microphones and a transmitter which could be useful in the hall.

Committee agreed the big speaker can be sold as it's not required by anyone, but retain the microphone set as a useful backup.

**Action:**

**DJM**

**(12) Any other Business –**

HM Mentioned the Christmas Parade on the 11<sup>th</sup> December, when there will be a Community Fair in the Community Centre. We can have a table there and could display a banner and leaflets with information on our organisation. We would need a few people to attend at the stall, with perhaps a short slot for any groups interested in publicity, to be agreed once timing is known. DM will send him some photos for use on a banner etc. GCs could be asked if they wish to attend, and a rota could be prepared for the time allocated.

**Action: DMM/HM**

AGM arrangements were discussed earlier, and PC will provide copies of the report and accounts for the meeting. We need to count attendees on arrival or count them when seated to make sure there are enough.

**Action: PC and Committee.**

Christmas Social – tables and distancing were discussed earlier. Secretary is collecting numbers for this, almost have 70 applied so far.

The meeting closed at 11. 15 a.m.

Next meeting to be held on Monday 13<sup>th</sup> December, 2021 online via Zoom at 10.00 a.m.

**Charity No. 1177534**