

**St Austell u3a Committee Minutes**  
**12<sup>th</sup> January 2021 – 2.00pm**  
**Via Zoom**

**Present** - Pippa Boardman, Chris Scott, Jan Badger, Jenny Skipp, Sharon Wood, Chris Crane, Ann Smith, Lucinda Davison, Crystal Pearce (part), Barbara Waddington

**Apologies** – None, all members present

**Minutes of Last Committee Meeting** – Approved

**Matters Arising from Last Committee Meeting** – None

**Introductions** - This was the first meeting of the Committee since our AGM. Our two new committee members, Lucinda Davison and Crystal Pearce were welcomed and introductions were made.

**Appointment of Chair** – There were no volunteers from the Committee to take up the role of Chair. CS confirmed that we have to have a chair. PB asked if we could have a Chair who was not a Trustee, JB to follow-up. **JB**

PB discussed previous ex-committee members who might re-join as Chair, possibly on a temporary basis or a small pool of ex-committee members who could be patched in to cover three month periods.

CC suggested sending an email to all members letting them know that we are looking for someone to cover the Chair role and also to let members know that we will be unable to continue running St Austell u3a without a chair. PB had produced a job description of the tasks she had undertaken whilst she was Chair. CC suggested this be sent out with the request to members for volunteers. JB informed the Committee that there was an obligation to inform members of the New Committee Members and other roles following the AGM voting process. JB agreed to incorporate the request for volunteers for the Chair role, PB's job description and the information that we could not continue running St Austell u3a without a Chair into the document announcing the new Committee Members and other roles, providing PB could assist with Beacon training on sending out bulk emails. PB informed the Committee how the bulk email process worked and how members who don't use email received copies. PB confirmed the mailing to non-email users was currently being done by Hazel Humphreys and Josie Brown would be picking this task up when Hazel moved. **JB/PB**

**Committee Roles and Responsibilities** – Crystal Pearce to take up the role of Group Co-ordinator, Lucinda Davison to cover admin support including supporting AS in her role as Membership Secretary.

**Other Roles** – PB as Honorary President and Pietro Abate as Beacon Administrator which would be non-committee roles.

CC confirmed that all the new Committee Members were now set up on the website. JB requested that Pietro be added to the website as Beacon Administrator (with his permission) as a non-Committee member. **CC**

AS, CP and LD to contact Pietro to arrange Beacon training for their roles. **AS/CP/LD**

**Issues Raised by Members** – JB had received a follow up request from a Group Leader (Richard Ash) to change the venue listing of his group to his immediate locality on Beacon and the website. JB had advised RA of the possible security risk of putting this information into public domain and also advised him that the joint leader of the group (Jean Ash) for Data Protection purposes; would also have to give her permission for this data to be in public domain as this was her personal data as well. JB offered to process this request on CPs behalf and copy her in. **JB**

CS informed the Committee that the same Group Leader (RA) had reported that he had had problems contacting CP via the website link. CC responded that he was not aware of any problems contacting Group Leaders via the website. CP to check her emails and let CC know if there does appear to be a technical problem. **CP**

Following up on requests from a couple of Group Leaders JB asked CP if she could get in touch with all Group Leaders to introduce herself. **CP**

#### **Beacon Technical Issues and Access Levels**

BW raised a problem with her emails which appeared to be erroneously connected with Peggy Vickery.

PB reported she had noticed from the Beacon Audit Log that Richard Ash had been logging into Beacon far more than anybody else and also that Peggy Vickery had also been logging in numerous times. PB and JB to investigate. **PB/JB**

CS and JS stated they needed wider access to Beacon to carry out their roles. CS to contact Pietro to arrange this. **CS**

PB suggested a short Beacon focussed Zoom meeting with Pietro. **PB**

**New Venues** – SW raised the issue of new venues and offered to pick up this task and take it forward in a more official way, possibly with the help of LD and committee members.

JB to send SW a copy of the Venue Risk Assessment Form from the Group Leader/Co-ordinator manuals prepared by Sue Brown and to send a copy of the manuals to CP. **JB**

AS asked what was happening about the previously suggested venues. PB/CS provided an update. The Church was a large space; The Eden Project was not available on a regular basis. The Eden Café – we were not happy taking on the Head Lease and PB had not heard back regarding other Town Centre options. PB offered to stay involved with the central St Austell venue search going forward.

There was a discussion as to whether the Arts Theatre would be a good venue to use for our first in person monthly meeting attendance. Pros and Cons were familiarity so that members would feel comfortable, versus the building not being fit for purpose and likely to be very cold and there would be inadequate parking if members were still being advised not to car share.

PB suggested we continue with Zoom monthly meetings until a solution is found. In the future when members have been vaccinated possibly meeting up for a picnic. PB offered to host the February monthly Zoom meeting.

**Zoom Licences for Group Leaders** – JB put forward a request from a Group Leader (Roger Jones) for funding for a Zoom Licence. CS reminded us that there would be a £8K loss of income due to the free year's membership and that the AGM had cost us £700.00. Zoom fees (£14.00 including VAT) would eat into our funds. CC informed us about other options to Zoom, but confirmed that Zoom was the most cost effective and flexible option. CC also mentioned that there were some charity discounts available, via u3a office and another website specialising in charities. Another option discussed was more than one host sharing a zoom account which would involve an annual fee to Zoom and possibly a fee to the company providing the service.

PB said she had no problem paying the zoom licence for her group and perhaps as members are getting free membership they would be willing to contribute to the Zoom licences. CS stated there were various ways that Group Leaders could collect contributions to the zoom licences from their members. CC commented that Group Leader could get a commitment from their members to paying in advance to cover a 6 month Zoom Licence, to be reviewed after 4 months with a view to funding another 6 month licence.

PB reminded us that all group leaders had previously (June 2020) been offered a month's free membership of Zoom but nobody took it up. PB informed us that her group members were more than happy to pay in advance. CS stated that it would be useful if members used their membership numbers when attending a Zoom meeting as this would get them into the habit of using their membership numbers when attending groups and meetings in the future. SW said she would be happy to pay for a Zoom licence as she saw it as a gift and PB agreed to help SW set the user process up. PB said she was willing to host Committee meetings in February and March and SW was asked if she would be willing to share her licence with the Committee in the future.

CC to look into Group Leaders sharing a Zoom licence. **CC**

**Registering Members for 2021 and Other Membership Items** – PB asked CS for an update on when current memberships would be updated.

CS informed us that 250 forms had been returned, some had been hard to read and some did not have membership numbers on them, he had simplified the forms for ease of updating. CS suggested that when membership confirmation had been completed, all members were emailed to let them know that if they didn't receive a second email on a proposed date they should contact us and re-affirm membership. CS to post membership

forms to AS, the first batch being the forms where the signature and/or membership number were easily identifiable.

Members need to be registered for extended membership by the end of January 2021. **AS**

PB added that the Constitution states members have until the end of February to complete membership, so perhaps we should send something out by the end of January reminding members to send their forms in or let us know if they are resigning.

AS asked who would send out the bulk email for her, PB said she was happy to send out drafted emails from Committee members and JB offered to be the back-up on this task. AS informed us that she would need help to extend membership on Beacon, LD will be assisting her with this task, AS to contact Pietro for further training.

JS put forward the idea that more of our members may have been using the Internet since lockdown, so it was possible there were now more members with emails addresses. PB suggested that once membership for 2021/22 was confirmed that we call members without email addresses and check if they now have one.

SW asked if our members needed to be resident in the St Austell area. JB replied that no they don't and they could belong to more than one u3a. They could also be second home owners. PB added that one of our ex-Group Leaders who has relocated was considering running a Zoom group from where she currently lives.

**U3a Office Latest COVID19 Guidance & Protocol** – JB confirmed that there could no longer be any groups meeting in person. CC to amend the website to reflect this. **CC.**

#### **AOB**

CC requested a list of groups currently running via zoom. PB said this had been documented in a previous newsletter and she would forward him a copy. **PB**

The date of the next Committee Meeting was confirmed as Wednesday 3<sup>rd</sup> February 2021 at 2.00pm