

St Austell u3a Committee Minutes
3rd February 2021 – 2.00pm
Via Zoom
Meeting Chaired By Lucinda Davison

Present - Pippa Boardman, Chris Scott, Jan Badger, Jenny Skipp, Sharon Wood, Chris Crane, Ann Smith, Lucinda Davison, Crystal Pearce, Maryanne Thomas

Apologies – None, all members present

Minutes of Last Committee Meeting – Approved. **JB** and **CS** to sign-off.

Matters Arising from Last Committee Meeting – CC mentioned that Sally's name was still appearing as a contact on the bottom of Beacon emails. CC to contact Pietro so this can be amended. **CC**

LD/AS mentioned that their Beacon training was still outstanding. Pietro will pick this up when it is safe to meet in person and he is up to speed. In the interim Malcolm Tulip, Regional Beacon Support (Launceston) is available to help.

Introductions – Maryanne Thomas was welcomed to the Committee and introductions were made. MT to support CP in her role as Group Co-Ordinator.

Chair/No Chair – PB stated that both Susan Parker (Regional Trustee South West England) and Ian McCannah (Chair Third Age Trust) had confirmed that we do not have to have a Chair. The Treasurer post is the only role that needs legally to be filled. However u3a office need to know that we have a plan in place to appoint a chair and we that we are not just ignoring it.

PB stated that although we had not had any response to our request for a volunteer for the post of Chair, no one had voiced any concerns. CS stated that he thought we couldn't co-opt a Chair from another u3a as our constitution wouldn't allow this. JB stated that she felt the constitution wasn't very clear on this point. SW asked if there had been any response to our request for volunteers to cover the role of chair on a rolling three month basis. PB replied that there had been no interest. There were however two members who were possibilities in the future.

CC stated that he felt we should follow up our last email requesting a volunteer for a Chair as soon as possible. **JB** to action.

Trustee Code of Conduct Adoption and Acceptance – The entire Committee agreed to adopt The Trustee Code of Conduct for U3As in England and Wales (U3A-KMS-DOC-030), (copy attached), as the Trustee Code of Conduct for St Austell u3a. The entire Committee also agreed to personally accept this Code of Conduct and to follow it to the best of their abilities. In accordance with the declaration (section 5) of the document the elected Trustees personal acceptance has been minuted.

Zoom Costs – CC had prepared a spread sheet detailing Zoom licence costs (copy attached). Discussion followed about how many licences we would need and for how long, whether we would want to pay annually or monthly and could the licences be shared. The committee agreed that if we were to offer a licence to one group, we would need to offer a licence to all groups. LD asked how many group were interested in having a Zoon licence. Currently 8 groups are using Zoom and a further two group leaders had enquired about a u3a funded licence (RJ & SheilaW).

SW stated that a personal outlay of around £148.00 for running one group was quite expensive. PB stated that she paid for her licence personally, but that it was being used for the Committee Meetings, Monthly Meetings, the On-line Book Group and Spanish so she felt it was good value. PB also stated that she felt going forward there was a possibility that not everyone would want to meet in person and the Zoom licence would allow us to be more inclusive, perhaps holding the monthly meetings with a Zoom speaker, with an option for members to meet in person or remotely.

Discussion continued as to how the licences would be paid for. CC stated that if we were meeting physically groups members would be contributing to room hire costs. CC asked how Zoom contributions could be collected. CS replied that members could be asked to commit to paying £1.00 per meeting for a six month period; money could be transferred into the main account by BACS transfer. We could also take it on trust with members paying into a Zoom kitty. This still left the problem of how many Zoom accounts we would need to have. CS stated that we could look at finding 5 members who were prepared to host 1 day a week each, we could then run 5 accounts. JS commented that we haven't yet asked members to contribute towards Zoom costs and we could ask everyone using Zoom to pay £1.00 per month and possibly use the TAM account to collect the money. Currently the TAM account is used for "Outings" which weren't happening at the moment, so perhaps we could use it for "Inings" instead. CS stated that he had previously spoken to BW about moving the TAM account to the main account or to an account that could easily be managed from St Austell. CS stated that members could use a code plus membership number to pay in, the money then going into the big pot and raised the possibility that some members wouldn't pay, however it would be possible to run an audit check against group attendance records to confirm which members had attended.

JS suggested sending an email out requesting members pay £1.00 per month for every Zoom meeting they attend. CC suggested perhaps instead asking the members what they would be prepared to pay to attend a Zoom meeting. CS suggested keeping the monthly meetings free and commented that we had always had income from groups that went towards building rent and that we would need this again in the future. It was agreed that there was no easy answer.

PB asked how many group leaders would want a Zoom licence. LD suggested sending out an email to group leaders to check if they were interested in running the group via Zoom, so that we had the group leader's feedback first.

CP stated that she was planning to invite the Group Leaders to a Zoom meeting to discuss the way forward and get to know each other a bit better.

CS asked CP if she wanted him to attend the meeting to cover the financial side. CP said that a lot of groups were not very big so could possibly use the free version of Zoom. CS stated the free licence was limited to 40/45 minutes, but there was the possibility of running an 80 minute group with a coffee break in the middle so that members could log out and then log back in to re-convene. CS spoke about the merits of having several licences as the costs then went down. CC stated that Zoom didn't like shared licences. JS commented that 5 licences pricewise was a good place to start, CS agreed and suggested 1 licence for Committee Meetings/Monthly Meetings and 4 for groups, but we would need to know what the demand from group leaders was. CC added that the group leaders may say they want a Zoom licence, but would they actually use it? CS stated we would need to ensure members paid, possibly 6 months in advance. A decision was made to wait for feedback from group leaders via **CP** and pick the item up again at the next Committee Meeting.

Zoom – The way forward and how to pay – CS was asked if he had anything to add on this agenda item, he replied that everything had been covered in the previous agenda item.

Monthly Newsletter JB asked for volunteers to write the monthly newsletter. CC asked if this need to be a committee member. PB said the information she used to share in it was as a result of the Committee Meeting items that affected all members rather than individual groups. The groups used to have a separate email but as they were not so many groups at present she had combined the two. If a non-committee member wrote it, they would need a briefing from a Committee Member before writing it. **CC** agreed to write the newsletter, distribute it via Beacon to all members and post it on the website. PB stated that some things would need to be held back.

PB spoke about the 45 (up from 29) members who do not have an email address listed on Beacon and suggested we call the 45 to check if they do in fact have an email address. CS said that Beacon sending only 1 email if two members share a physical address had caused problems in the past. PB suggested we call the 45 first and then look at couples. **PB** volunteered to call some of the 45, **JS, AS, SW** offered to help. **PB** to produce the list from Beacon.

CS mentioned the cost of posting out this all member information, approximately £100.00 quarterly and that a reduction in this amount would pay for a Zoom licence.

CS said JB had passed an email to him from a member asking questions about where we will meet in the future, what will happen to the defibrillator and the possibility of some kind of celebration when we can meet up again. The member had asked that these concerns be raised in the next newsletter. CS had already responded individually to the member and agreed to pass the information onto CC so it could be included in the next newsletter. **CC, CS** to action

Constitution JB asked for agreement to the new clause in the Constitution from the Committee Members who didn't have a vote at the AGM. All agreed. **JB** to update Constitution, sign it off and send a copy to CC for uploading to the website.

Membership Renewals and Current Member Identification CS stated that some of the renewals coming in couldn't be identified. AS has all the membership renewal forms and there are now only 2 she can't identify. There have been 300 renewals already and 79 are outstanding, however there are still 25 days to go before membership renewals closes (28th February). **CS** to email the outstanding members, ask them to send the red form back or if they have sent it back and not heard from us to let us know so they can be identified. We also need to know if members don't want to renew. Members will be asked to reply by the end of the month. AS requested that the replies be forwarded to her.

CS mentioned the Capitalisation charge which will be calculated at the end of March, so we need to know how many current members we have by then. AS confirmed that she was up-to-date with everything that had been passed to her. PB stated that the regional renewal rate was on average 70% and that St Austell are ahead of the game.

New Memberships AS to send a confirmation email in lieu of a membership card should any new members join. CC asked if we had had any new members this year. AS replied no, but there had been enquiries.

U3a Day PB asked if we wanted to do anything this year (June 2nd) or did we want to flag 2022 and go back to the Eden Project to see if they could host us? This would give us 18 months to plan something big and possibly host something small this year if we can. PB happy to work with others to do this and said there was help available from u3a office, but no grant this year. JS suggested possibly hosting a zoom event this year. There were plenty of volunteers offering to help PB. The Committee decided to go small this year and come back next year with a big event. **JB** to contact Norma to see if she would be willing to help. **PB** to contact the Eden Project to check if they can host us in June 2022.

JB mentioned that other u3a's in the Mid Cornwall region had expressed interest in co-hosting a joint event. PB said Newquay, Carrick and The Roseland were definitely interested, but she hadn't heard back from Wadebridge. CC asked if we could include Lostwithiel, who are not part of the Mid Cornwall region, but are close to St Austell. The Committee agreed to invite Lostwithiel to join us.

PB also mentioned that Carrick u3a had asked us for help with their AGM.

AOB

PB informed us that the Speaker Secretary (Norma) had agreed to continue in this role until the end of the year. Speakers were already booked through to June, but we need to decide if we want actual speakers or Zoom speakers from July to December.

PB also asked if we wanted to set a limit on speaker payments. Charities were usually free with the average cost being £40-£60 plus expenses for non-charity speakers. PB said she felt high quality speakers would bring members back in, we had 80 members at the AGM. PB also mentioned the possibility of having Zoom speakers at physical meetings to assist inclusivity and promote a positive image. CS suggested a £100.00 limit for speakers, with a reduced rate for future talks. This was agreed by the Committee. CC mentioned the

possibility of having a speaker with a higher fee and asking the members to contribute. It was agreed that a higher fee would require Committee approval.

CS stated that he had not yet submitted the updated Trustee information to the Charity Commissioners. CS checked that Committee members were all OK being Trustees for St Austell u3a and said he needed Full Name, Address and DOB information from the Trustees so that they could be registered. The Committee were in full agreement and agreed to email CS the personal details he needed. PB to stay as a Trustee until the TAM account is sorted out.

JB asked CS if he was now OK with her sending our updated Committee information to u3a office. CS replied that he was. **JB** to action

CS gave an update on funds, letting us know that there was £15,320.40 in the main account. CS sent a post meeting update on funds (below)

Post Meeting Note on Funds

Financial figures as at the end of January:

The main account stands at £15,320.40.

In

come from 2 donations £515 (this has been transferred on a temporary basis until March it shows as expenditure in on the spreadsheet and has been moved to Acc No. 33164489 sort 20-30-47

other expenditure is:

web site fee (the annual fee of £115.20 has been transferred to Acc No.63651363

speaker £70

stationary and stamps £135.66

Zoom licence for monthly and committee meetings (4 months fee) £57.76

The wine account remains unaltered

The theatre account remained unaltered but for the web fee (annual fee) transfer from the main account and the payment expense of £9.60 per month.

TAM account. I am unaware of any change since last reported but at present there is a hic up with Barclays in the transfer from Barbara W to the treasurers team.

CS informed the Committee he had received a request from a member to possibly donate our spare laptops to the school's project. We had 6 laptops in total, 2 held by Pippa which were available for use for Group Leaders or Beacon Administrators. There were a further 2 in the office and 2 more in the storeroom. CS said the 3 of the laptops were running Vista and the 4th Microsoft 8 and asked CC if these could be upgraded. CC said they could, but it probably wouldn't be worthwhile.

JB confirmed for the record that she had signed off the minutes for the 2019 AGM as these had now been approved by the members.

CC to add MT to the website as a Committee Member.

The date of the next Committee Meeting was confirmed as Wednesday 3rd March 2021 at 2.00pm