

Minutes of U3A St Austell Committee Meeting held at The St Austell Arts Centre 10.15am on the 1<sup>st</sup> September 2021

Present: Jan Badger, Pippa Boardman, Chris Crane, Lucinda Davison, Chris Scott, Jenny Skipp, Ann Smith, Maryanne Thomas

1. **Apologies:** Sharon Wood
  2. Lucinda Davison was unanimously elected as Chair for the meeting.
  3. **Minutes** approved, JB and CS to sign off
  4. Matters arising:
    - a. Keys – allocation and monitoring of key holders to be reviewed and current key holders established, **CS** agreed to do this.
    - b. **CC** confirmed that Carol Folley had been given instructions for the September Zoom speaker.
  5. **Financial update**

TAM account still not up and running standing at £3223 (same as last month). Main account now standing at £12921.92 main outgoings were speaker, zoom, U3A copyright licence and a Print card reader machine which cost £178. £49.05 from Bridge Tea fund. Anticipated cost to Arts Centre for rent of app £600.00. Funds have gone down for the first time in a while. Wine group £231.78 2 outgoings. Theatre group one outgoing £109.38 .

10,000 Prepayment cards now printed, cost £138 from Nationwide printers Chris Scott proposed that the Business ME account be used for the prepayment card reader payments to minimise risk. Current balance £60.03. This was agreed Questions have been raised by members re prepayment cards, Chris Scott has been fielding these. Most were positive.
  6. **New Printer.** Lucinda proposed that a new printer is purchased **CC** to investigate. Printing ink to be a consideration. Stinky Ink a good option for replacement inks. A3 capable printer to be considered to enable printing of posters, but it may be prohibitive due to cost. It was decided to stick with a colour printer rather than a black and white laser printer.
  7. **Prepayment cards.** These have now been printed. It was agreed that they will be implemented from October, other people to be trained up in use of the card machine. Alpha codes for individual groups allocated, group leaders to be made aware and provided with a number of prepayment cards. September is free for all members; new payment system will be instigated in October.
- MT** to organise a group leaders meeting before 24<sup>th</sup> September to support re new guidelines and payment options. Chris Scott has agreed to attend. All groups to do an activity risk assessment prior to start.

- 8 Review of Data Protection and Privacy Policies.** Both policies have been amended to reflect St Austell u3a utilising Gift Aid. Committee approved the amended policies. Members to be informed re changes to policies - to go into newsletter, all policies available in the policies tab on the website - **CC**
- 9 Arts Centre bookings.** All groups wishing to return have been allocated room space. Most starting in September, but some delaying till October. Although not ideal no other venue is as cost effective.  
Possible new leaders for German and French, **PB** will contact.  
**MT** to send email to all groups without a leader to see if anyone would like to convene a new group. Possibly split into two one for languages and one for others. Spanish beginners going to Wheal Martyn, Committee approved the purchase of an additional scrabble set if none available.  
Maryanne to start new environment group name considering change to wildlife wanders
- 10 COVID update** No new COVID updates except from Cornwall Council as our area is now designated by the Government as an Enhanced Response Area. More information expected shortly - **JB**

### **Restarts**

Ruth S has agreed to take over as Group Leader of the Scrabble Group. JB to be the Beacon temporary contact for the group (maintenance and communication) as Ruth no longer has a computer. CC has set JB up as the website contact for the group.

JB has become aware that a lot of Group Members have “forgotten” that they need to fill out Risk Assessment forms and obtain committee approval before restarting their groups; this includes group restarting at the Arts Centre. **MT** to remind Group leaders using the Best Practice document.

Kathryn A to run coffee morning, Karen doing meet and greet possibly at theatre entrance for new members.

**PB** to contact Hayley Burgoyne from St Austell Health re publicising the coffee morning

**LD** to contact Karen S re asking Meeters and Greeters to be present at the coffee morning.

**CC** to mention coffee meeting in newsletter and remind people to bring their membership card

It was agreed that a method of identifying committee members and other ‘officials’ should be established such as a badge so that new members can easily find people to talk to

- 11 Draft Best Practice Document for Restarting Groups** JB has made some amendments to best practice document, **MT** to discuss with JB and report back.

No track and trace lists currently at coffee mornings. All members will be required to sign in in future. It was agreed that all members will need to bring their membership card with their membership number. If no membership number available if no one present can corroborate the person contact details must be provided.

**12 Updated Membership Form and Welcome Pack for Joiners** – The draft for the new membership form was discussed by those present.

CS suggested removing the actual amount of the National U3a part of the membership, so that the form would not need updating when their fees changed in future, and this was agreed.

The committee also agreed that the section relating to reduced membership should state that this starts from September, and that the form should show membership fee as 'per member' and that this should be in bold print to avoid confusion when forms completed by couples.

Contact with the membership secretary regarding membership queries was also discussed and it was agreed that the instruction should be for online contact to be made.

Other amendments to the form were the inclusion of our U3a's Charity Registration Number on the section relating to Gift Aid, and the inclusion of our website address on the front cover. **LD/AS**

AS thanked LD for her work on the membership form, and LD stated that she hoped the membership form would now be ready and available for the coffee Morning on 24<sup>th</sup> September.

The Welcome Pack was also discussed. It was agreed that we should continue to issue this to new members to give both basic information on interest groups, and the benefits of joining the U3a. Updates of the Welcome Pack were discussed and confirmed and **LD** agreed to email a draft copy of revised pack to the committee members.

**13 National U3a AGM- JB** – JB attended this on 26<sup>th</sup> August via Zoom. She reported that she cast the two votes allocated to our U3a [one on behalf of CS]. She reported that she voted FORx2 for each of the four ordinary resolutions, and that these were all passed. The four resolutions were:

Resolution 1

To approve the minutes of the Annual General Meeting of the Third Age Trust held on 29<sup>th</sup> September 2020

Resolution 2

To approve the minutes of the Extraordinary General Meeting of The Third Age Trust held on 10<sup>th</sup> December 2020

### Resolution 3

To approve the statutory annual accounts of The Third Age Trust for the year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021

### Resolution 4

To appoint Haysmacintyre LLP as the Auditors for The Third Age Trust for the financial year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 and to authorise the Board of Directors to set their remuneration

- 14** Jan also reported that the financial impact of COVID, with an expected 20% reduction in membership has contributed to National Budget deficit, but that reserves are expected to get them through. JB explained to the committee that National U3a is considering developing more online learning opportunities in the future, but not at the cost of losing face to face meetings. JB reported that the Resource Library has now permanently closed. JB also advised the committee that next year is the 40<sup>th</sup> Anniversary of U3a, and that the following National appointments were made:

CHAIR – Liz Thackray [Flintshire] \*

VICE-CHAIR- Michaela Moody [Woodall Spa] \*

TREASURER- Derek Harwood [Islington] \*

\* = appointed for next 3 years

Three Trustees were also appointed to serve as Ordinary Elected Directors, they were:

East Midlands – Jean Hogg

Barnet-John Bent

Wales- Sue Shannon-Jones.

- 15 Mid Cornwall and Far West Cornwall Regional Meeting** - This was also attended by JB, via Zoom. JB advised the committee that she had suggested a Cornwall-wide group as a better way forward, as meetings could be on Zoom, and this might improve the sharing of information between U3as. This would be put to all committees for a vote in the future. PB reported that it had always been difficult to get people to attend Regional meetings as U3as are spread far and wide through Cornwall and the Isles of Scilly. JB also mentioned the Penzance U3a website, and how inspirational it was to see so many photos of members enjoying their time with the U3a. There was some discussion over the need to have more current photos on our website. CC advised the members that he is constantly trying to obtain more photos for the website to make it more personal. JB also reported that from U3a statistics, even with COVID taken into account, the number of deceased is surprisingly the same as would be expected amongst the age group. The cost of postage to U3a groups was also discussed at the meeting, and JB reported that most U3as are now using email as preference.

**16. Any Other Business** – CC asked if there had been any response to requests for a volunteer for the role of Speaker Secretary- JB advised that there had not, although there had been offers for Speaking.

The lack of Speaker secretary was discussed. CC suggested not offering speakers to prompt volunteers to come forward. PB proposed not having speakers for 3 months, to get things running again, keeping coffee mornings going and welcoming new members, in the hope that a volunteer might come forward before the New Year, and the committee agreed.

Our Regional Trustee Susan P had asked for a document on how to start-up new u3as be sent to all our members. The Committee decided not to do this as of no real value to our members.

Christmas was discussed and the need to plan for this and to include some entertainment. PB also advised the committee that the cafe at Eden might be available as a venue.

We need someone to do the small appliance PAT Testing – **CS** to follow up, possible charity discount. **CC** to put a note in the Newsletter.

The date for the next Committee Meeting was agreed as 9.30am Thursday 30<sup>th</sup> September at The Arts Centre