

St Austell u3a Committee Meeting
Thursday 3rd February 2022 12.30pm
Venue: St Austell Arts Centre

Present: Jan Badger, Jenny Skipp, Chris Crane, Maryanne Thomas, Joan Hooper, Lucinda Davison, Carol Folley (Minutes)

1. Apologies for Non-Attendance

Apologies received from Chris Scott, Ann Smith and Pauline Weir.

2. Election of Chair for the Committee Meeting

Lucinda was proposed and unanimously elected as Chair for the meeting.

3. Approve the Minutes of the last Committee Meeting – JB and CS to sign

Minutes were approved and signed off by **JB**, **CS** to sign off at later date.

4. Matters Outstanding from Previous Minutes

Some items unresolved. Who is leaving the office and store cupboard open and unlocked? Concern about equipment, PPCs etc. **JS** will take PPCs home for safety. **MT** Air Purifiers on hold. **LD** to arrange Outreach Team meeting. Gift Aid forms now has a space for signature. Other outstanding items are on today's Agenda. New printer has arrived, needs setting up. Set up Private WhatsApp group for Committee Members – **LD** to do this. **CC** has done further investigation into sail banners.

5. Financial Update – JS

JS gave up to date report, the accounts are healthy

JB reminded the Committee that the TAM distribution charge is going up as is the Capitation payment to National u3a from April 2022.

JH said that Roger J had told her that a member had been marked as resigned on Beacon, when in fact she had renewed.

Three more new members joined today. Members need to renew by the end of February otherwise their membership is deemed to have lapsed.

Bank Balance as on 2nd February 2022

Main	£17,476.02
Wine	£456.28
Theatre	£192.18
Business ME	£865.72
TAM	£1,822.23

6. Grant Available for a Jubilee Celebration in June – JB

Shirley P will put in application for grant for Jubilee Celebrations in June. Norma J will organise and pick a team. Tregrehan Gardens picnic possibly.

7. Access to the Arts Centre while JA is on leave – JB/LD on behalf of CS

JA will be taking holiday leave during the latter part of /February. LD said that she, JB and CF went through the monthly list of groups at the Arts Centre to see if any groups would need key cover. CF will hold a spare key for use as and when necessary to open and lock up the premises. JB has asked JA if a coded key box could be placed outside the building. A new code could be issued regularly for security purposes. This issue is still to be resolved. Jonathan A to speak to the Arts Centre Trustees.

8. Setting up a Review of all Processes to ensure that they are Fit for Purpose going forward – CS

JB had discussed this item with CS and agreed that this will be kept on hold until after the AGM. MT said she would ask Group Leaders, at the next meeting if there are processes that need addressing. JB said that processes need to be shared. CC agreed and said that sharing information was important for future planning and changes. For example, if anything prevented a member of the Committee from carrying out their role, then another member could step in.

9. Update on how the Membership Renewal Process went – All

LD asked how the morning had gone. JS said that the greetings had gone well but that all sections needed two people. Many members were happy to pay by card. There was a rush though just before everyone had to go to the theatre for the talk. New members were happy if they know where to go and what to do. All agreed this was important as it was easy to feel 'lost' in new situations. MT said it was important to pass new members on to her so she could tell them about the different groups. She also thought it would be useful to have some group leaflets to look at. Perhaps a folder with all the information on dates, times and venues etc. All agreed that was a good idea. BACS had worked very well with many members pleased with the process.

10. Retention of Membership forms and Gift Aid Forms – JB

JB informed the Committee that National u3a and HMRC advice is that any paperwork where a member has opted in to Gift Aid (Membership Application Forms and Gift Aid Forms) need to be kept for 6 years. All other Membership Forms need to be kept for 2 years.

11. AGM – JB

JB informed us that there is a new Model Constitution available and copies had been sent to all Committee Members. It contains some good new processes that will improve things including covering most eventualities such as the COVID epidemic or similar. JB asked the Committee if they wanted to adopt the new Model Constitution, the Committee voted in favour, there were no objections or abstentions and no one queried any of the clauses.

JB reminded the Committee that to approve any resolutions or elections, 20% of our members need to be present at the AGM and 2/3rds of these would need to vote in

favour of adopting a new constitution. The committee discussed holding the AGM as Zoom hybrid meeting and questions about proxy votes and on-line voting etc. were raised. It was noted that Postal Voting had worked well during the COVID lockdown. **JB** said she could talk to the appropriate person at the National u3a for advice on achieving the quorum and what the next steps would be if we didn't have a quorum. **MT** said she could put the issue to the Group Leaders at the next group leader meeting.

12. PAT Testing – JB on behalf of CS

JB said that this could be done on Monday 7th February. The electrician needs everything ready. **MT** said she would come in in the morning to make sure he had all the items that needed to be tested. **JB** to lock everything away after the electrician has finished.

13. Update on how the Speaker Meeting went – All

James Murray gave us an excellent talk on Gershwin with plenty of accompanying music and Mark S, our new Speaker Coordinator hosted. The talk was well received by our members.

CC said the Zoom part of the Speaker meeting had gone well until the camera stopped working. For the Zoom meeting (3rd February) only 8 members had logged on with 2 logging off quite quickly, so just 6 for the duration. Chris said he will need a new camera if we want continue with the hybrid meetings. However, Chris said they should still be offered while COVID continues. There were problems with both the hand held microphone and the speaker's microphone before and during the talk, which had both been tested before we started. Adam S (the sound engineer) did an excellent job fixing what he could and **JB** and Jonathan A did their best to ensure that the show went on. General consensus was that the sound equipment failures were probably due to little use over the last two years. **LD** thanked **JB** for doing the introductions.

Nolan W had a quiet word with **JB** after the talk regarding Fire Health and Safety, we had put up tables that could have blocked people using two of the fire exits and **JB** had forgotten to let the members know where the fire exits were or ask members to turn their mobile phone to silent. **JB** said we would pay attention to these matters at future meetings.

JB asked Nolan W if he could let us have the appropriate Fire Safety and Evacuation Procedures for the Arts Centre so that we could inform the Committee and Group Leaders, none of whom seemed to be aware of what the fire evacuation procedures were. **JB** said she would include this information in the Best Practice Document for Group Convenors she was working on.

14. Adult Social Care COMF Funding Application – MT

MT said she had been asked by **CS** to speed up the process. She said it had taken her a week to get on-line and has not to date had a response. **MT** said she would keep everyone up to date. She added that we must apply for specific items, e.g. ramps, laptop, projector and mobile screen which can be moved as and where needed. This

may be up to approximately £2,700. **LD** had approached Jack W regarding other help for members.

15. Acoustic Clouds – JB

JB said that **JA** was keen in principle but they must not spoil the ceiling in any way. So further exploration needed. **PB** will see Jonathan A when she is back.

16. Arts Centre Building Update – JB on behalf of CS

JB said that all the planning had been done but that work had not yet started.

17. Open Day March 2022 – JS

JB said that the Open Day was on 25th March and suggested that **JS** organise a sub-committee. **JS** has obtained a grant for £200 for advertising. **MT** suggested local radio and Facebook. More meeters and greeters would be needed. Possibly produce some leaflets/posters for Shop/ Post Office windows. **LD** and **CF** will investigate the costs etc of replacing the plants in the flowerpots outside the main door.

18. Groups Update – JB/MT

JB said that most groups are now up and running again. **MT** added that Whist was about to start.

19. Group Leaders' Meeting – MT

MT said that it is important that all Groups have all the benefits. It is about shared learning experiences and the members in each group should work together. The next meeting is at 10.00 am on 28th February, in the Assembly Room, but not all Group Leaders have responded to say they will attend. Help will be given to new Group leaders with paperwork and Beacon etc. There must be an emphasis on shared learning.

20. Keeping the information on the Website Up to Date – JB/CC

CC said that it was difficult to get Group leaders to engage with their website. Group leaders can send **CC** an update of their details plus what is happening in their meetings. **JB** said that the Group Code lists need to be updated and kept up to date. **LD** has written a paragraph for the Outreach Team (checked by **JB** and **AS**) re: "How can we help?" **CC/LD** to decide how best to raise the Outreach Team's profile on the website and **JB** to add a synopsis of the paragraph to the Welcome Leaflet.

21. COVID Update – JB

JB said that the latest Government mandate was that face coverings were no longer mandatory, but that we all should stay cautious and take personal responsibility to keep each other safe.

22. Any Other Business

Brief follow up on clearing out the office and store cupboard and what had been donated, re-cycled or destroyed.

JB has shredded:

- Attendance Records from 2012-2017
- Membership Cards not collected January/February 2020
- Membership Forms for Non-Starters 2018-2019

Donated to Charity – a child's game

Destroyed

- Food/Drink Utensils
- Paper Napkins

Recycled – Fabric Napkins for the u3a's 20th anniversary (1999-2019)

JB asked **CC** if it was possible to add a Monthly Calendar to the Newsletter so that members without computer access could be informed about what was happening.

JB asked if anyone was monitoring our Facebook page on the website as potential members were now using Facebook to enquire about joining. **CC** replied that he responds to queries and asks them to come along!

Next meeting is 12.30pm, Thursday 3rd March.