

## **Minutes of the Annual General Meeting of Great Glen U3A 9<sup>th</sup> June 2020**

### **1. Context**

In view of the impossibility, because of the Covid-19 pandemic, of convening the usual physical meeting, the Committee had formally decided at its meeting on 7 April 2020 that the AGM should be deferred until 7 June and conducted by email and post. (The required change to the constitution would be submitted to a future General Meeting and required the approval of the Charity Commission.) All members who had provided email addresses were then notified by email (those who had not were notified by post), and subsequently invited to return votes by email (or post) no later than 29 May 2020.

### **2. Process**

The email voting process had been carefully trialled to ensure that it was accessible to members using a variety of computer and telephone devices. Efforts made by email and telephone to contact those who had been identified as not opening previous emails uncovered a very small number of problems (such as emails going undetected into spam or email addresses out of date), but no evidence of systemic weaknesses in the approach adopted. Assistance had been provided to those who reported difficulty in completing or returning voting forms. Some with iPads had been unable to complete the voting form as planned, and instead had returned either scans or statements of voting intentions.

Supporting papers were posted on the website and posted as hard copies to those without known internet access. Members were invited to submit their questions on these papers to the Chairman or the Treasurer, but in fact no questions were raised.

### **3. Results**

125 voting forms (or voting instructions) were received by 29 May, the stated closing date: 92 by email and 33 by post. Of the latter 5 were not valid as no name had been entered. Checks were undertaken by the Chairman and the Membership Officer to ensure that there was no duplication between those making returns by email and by post, and that all those making returns had paid their subscriptions by 29 May 2020. One email response, in favour of all the items listed, was returned late to the Membership officer. This was not counted.

The results of the voting were reported to a meeting of the Committee held on 9 June 2020 and are tabulated below.

## ANALYSIS OF VOTES

		For	Against
1.	Approval of the minutes of meeting 14 May 2019	117	0
2.	Accounts year ending 31 <sup>st</sup> March 2020	117	0
3.	Appointment of Barry Wilford as Financial Examiner	118	0
Election of 9 Committee members			
4.	Elaine Batchelor	115	1
5.	Roger Edwards	120	0
6.	Janet Fanko	118	0
7.	John Johnson	118	0
8.	Patricia Mansfield	120	0
9.	Robert Mansfield	120	0
10.	William Maxted	118	0
11.	Rachael Snashall	118	0
12.	Lynda Williams	118	0

### 4. Acknowledgements

A presentation to Stella Orbell recognising her huge contribution to the Committee of Great Glen U3A, including service as Chair and Business Secretary, over very many years, had been arranged shortly prior to 9 June 2020. Robert Mansfield thanked Toni Smith for having made the arrangements on behalf of the Committee.

Robert Mansfield also thanked those who had worked so hard to develop, trial and execute the process for the AGM, in particular, Roger Edwards, Janet Fanko and Peter Russell.