

Minutes of a Meeting of Great Glen U3A Committee held on 7 July 2020

1. **Present:** Robert and Patricia Mansfield, Roger Edwards, Bill Maxted, John Johnson, Lynda Williams, Janet Franko, Peter Russell, Elaine Batchelor
2. **Apologies:** Rachael Snashall
3. The **Minutes of a meeting held on 9 June 2020** were amended and then agreed as a correct record (for amendment see Item 6 below).
4. **Matters Arising**
 - 4d) **Draft minutes for AGM to be written - Chair**
 - 5) Members have been contacted re renewal of membership.
 - 7c) Chair had spoken to Sue Russell re training for group leaders. Decision to offer 1:1 support rather than a training session. **Group Coordinator to note support from Sue and Janet is available to leaders.**
 - 7d) Musician attended meeting.
 - 7e) Chair had received limited but positive responses from members joining Zoom meetings.
 - 7h) Membership Secretary had spoken to photographer re setting up group. No further action.
5. **Membership Matters:** Paper B presented. There are 357 current members. Data in Beacon updated regarding those who have resigned (not renewing) or lapsed (not yet been contacted).
6. **Finance Matters:** Money in bank £13,000.
7. **Zoom Monthly Meeting Demonstration:** The committee had a very successful and enjoyable demonstration of a Zoom hosted presentation by Fool's Gold.
8. **Proposal to Acquire Upgraded Zoom Software:** Paper C presented. Discussion on number of licences, hosts and use of Zoom in large meetings. A list of 'tips' re hosting was provided by Webmaster - including timings for members to log onto zoom, use of gallery view, muting audience, hosts handing over to another host and sharing of screens. It was agreed to purchase 3 licenses. Webmaster left meeting after this discussion.
 - a. **Webmaster to purchase 3 licenses.**
 - b. **Roger to contact Eric Orbell.**
 - c. **Committee members, as appropriate, to contact Chair re attending training on hosting large meetings.**

9. Future Monthly Meetings

Discussion on use of Village Hall in context of Covid 19. Committee members read advice from Acre. It was agreed to try to move all monthly meetings from August to December to Zoom. Future payments to speakers to be made via cheque or bank transfer.

- a. Speaker Secretary to contact Fools Gold to engage them on August 11 or another Tuesday in August.
- b. John to encourage Group Leaders to encourage their members to attend.
- c. Speaker Secretary to book 8 September - Philip Cane, 13 October - Pub Signs and History, 10 November - Christmas through the Ages, December - different people to lead sessions.
- d. Chair to establish process for communicating with members how to join each monthly meeting on Zoom and to publish information about each speaker.

10. **Group Co-ordinator's Report:** Discussion on ways to engage group leaders.

- a. Publicity for Garden Photographs competition arranged.
- b. Group Coordinator to discuss with Membership Secretary method for sending out TAT link (re activities in lockdown video) via Beacon.

11. **Network Matters / Correspondence:** Paper presented on transfer of documents to new Secretary.

- a. Secretary to produce timeline for review of policies.
- b. Network meeting October 13 2020 at 10.30am - Chair and Secretary to attend.
- c. Chair to review timings of monthly meeting on October 13 2020 re clash with Network meeting.

12. **Newsletter:** Newsletter ready to go out this week. Printing company had changed. Next photographic competition theme - little friends.

- a. Membership Secretary to send Newsletter Editor a list of which groups meet on Zoom to put in the newsletter.
- b. Chair to write article for newsletter to encourage members to set up Zoom in preparation for joining 5 monthly online meetings between August and December. Support to be offered.
- c. Group Coordinator to send photos of own garden to Newsletter to publicise competition.

13. **Next Meeting** (Tuesday 4 August 2020 at 2.15 p.m.)