

## Minutes of a Meeting of Great Glen U3A Committee held on 3 November 2020

1. **Present:** Robert and Patricia Mansfield, Roger Edwards, Bill Maxted, Lynda Williams, Janet Fanko, John Johnson.

**Apologies:** Elaine Batchelor

2. The **Minutes of a meeting held on 29 September 2020** were agreed as a correct record.

**Matters Arising:** Actions had been completed. It was noted that St Cuthbert's Primary School Choir would not be able to participate in our Christmas Event.

3. **Membership Matters:**

New Members for October 2020 - 2

Deceased Members - 1

Total New Members for the year from 1<sup>st</sup> January 2020 - 20

Current Membership - 363

4. **Finance Matters:**

Money in bank approx. £12,400.

Roger reported that CAFBANK will increase their fees from 1<sup>st</sup> January 2021. The impact of this could be mitigated by reducing the use of cheques and collecting as much money as possible through bank transfers.

A discussion followed on the Membership Subscriptions and group meeting fees for the next financial year. **It was decided to discuss this again at our meeting in January 2021.**

5. **November Monthly Meeting**

The speaker is Tony Noble. He will be talking about HMY Britannia.

6. **Future Monthly Meetings**

Speakers booked for our Christmas Meeting 8 December and up to and including March 2021.

**A speaker should be reserved for April 2021.**

- **Speaker Finder to send information for inclusion in the newsletter.**

## 7. Christmas Event

Robert presented the planned arrangements for the event on 8 December. These were endorsed.

## 8. Group Co-ordinator's Report:

8.1 Robert reported that as a result of recent illness, Eric Orbell had given up his roles as Group Leader for Family History and Military History. Toni Smith has taken on the Group Leader's role of Family History and Alan Mawby is now the Group Leader for Military History.

8.2 John reported that he was finding it difficult to encourage some Group Leaders to maintain contact with their groups during these difficult times. Whilst some groups used ZOOM this was not practical for groups involving physical activity, though New Age Kurling currently held social meetings.

- It was agreed that a list of all those groups currently meeting via ZOOM should be included in the next newsletter and any member of Great Glen u3a would be welcome to join any such meeting after contacting the relevant Group Leader.

## 9. Gift Aid:

Nothing to report.

## 10. Book of Memories

Robert presented recommendations on the pricing of the book of memories just published by the Writing for Pleasure Group. These were approved by the Committee.

- Janet to place an advert on Great Glen's facebook page and has volunteered to be the 'Sales Point' in Great Glen whilst Roger would also act as the 'Sales Point' in Oadby.

## 11. Review of Policies

Robert explained that for policies updated at recent meetings, a smaller group consisting of Robert, Roger, Janet and Elaine would work through the procedural implications, and bring recommendations, as appropriate, to the Committee.

11.1 The Committee reviewed proposed revision of the Safeguarding Policy prepared by Elaine. This was agreed subject a small change of the wording in the first sentence at the top of page 4 of the draft.

## 12. Re-branding Issues

Elaine had uploaded to Dropbox the detail and a short summary of technical information concerning the use and presentation of the new brand, colours, font to use etc.

### 12.1. New Membership Forms for 2021 - 2022

The meeting decided to adopt two forms of the forms previously distributed by Janet; one for Individual Applications and a separate form for Joint Membership Applications.

A revised Gift Aid Declaration will be prepared in the New Year.

## 13. Business Secretary's Report

13.1 East Midlands Network Meeting. Roger gave an oral summary of a meeting held on 28 October and Elaine has provided a detailed summary on Dropbox. The Network Meeting covered a number of issues which presented many challenges to the current operating practices of U3As including our own.

There was a brief discussion of diversity and future recruitment. The trial of the national 'tool kit' to aid recruitment was considered. It was accepted that we needed to improve the appeal of website to prospective members.

- It was agreed that sensitive enquiries should be made whether any member has expertise in website design who might help us in providing a more exciting and interesting website.

Robert had attended a virtual meeting of the Leicestershire and Rutland u3a Network on 30 October. Ian McCannah spoke about rebranding, virtual services provided by National Office and the recruitment project. The National AGM Resolution, that we voted for, was passed to increase member subscription by 50p to £4 from April 2022. It was apparent that action was needed to update our Articles of Association in respect of virtual meetings.

13.2 Amendment to Articles of Association - Robert presented paper F (revised) containing revised wording to Great Glen u3a's Articles of Association to enable us to hold virtual General Meetings from 1 January 2021. The Committee approved the wording of a Special Resolution as follows:

IT IS RESOLVED that the following paragraphs be inserted into the Articles of Association of Great Glen u3a Interests Group.

"5.1.1 If for any reason, such as a pandemic, the Committee judges that it is impractical to hold a physical *General Meeting*, the Committee may decide to hold a virtual meeting.

5.1.2 In this event the Committee will provide, by means of internet technology and postal services, for members not wishing or able to attend the virtual meeting to be able to register their votes, proposals and questions in advance of the meeting.

5.1.3 Members shall give notice of their wish to attend a virtual *General Meeting* and shall at the invitation of the Chairman, subject to the availability of suitable communications technology, be admitted to the meeting.

5.1.4 The number counting towards the quorum of a virtual meeting shall be the number of those present plus the number of those who have returned their voting intentions to the designated recipient by the due date.

5.1.5 In the event of failure to achieve a quorum, the *General Meeting* shall be adjourned. Notice of an adjourned meeting shall be provided not less than seven days in advance. The quorum at the adjourned meeting shall be the number of members present. The adjourned meeting shall have the full powers of a quorate *General Meeting*."

This to be achieved by:

- Robert explaining this urgent situation in the next Newsletter.
- Email to be sent to all members with internet giving Notice of Special General Meeting on 1 December and inviting a simple response For or Against the Special Resolution (week beginning 9 November).
- Postal communications, including briefing note, notice of meeting and voting form(s), to members without internet access to accompany newsletter.
- All votes from non-attending members to be received by 23 November.
- Special General Meeting to coincide with December Committee Meeting.

#### 14. Newsletter:

Newsletter to be distributed this weekend. There had been a small reduction in the number of hard copies.

Next newsletter to include information on new activities including the Cross-word Challenge, Singing, Learn Something New, Would I Lie to You.

Next newsletter to include 'The Winter Learning Programme'.

Next Newsletter to include message to all members that they can join current ZOOM meetings held by groups of which they may not be a member, provided they contact the Group Leader in advance.

15. **Next Meeting** (Tuesday 1 December 2020 at 2.15 p.m.)

16. **Any other Urgent Business**

Partnering with neighbouring u3as and the 20<sup>th</sup> Anniversary of our u3a in November 2021 to be included in the Agenda of one of next Committee meetings.