

## **Minutes of a Meeting of Great Glen U3A Committee held on 29 September 2020**

1. **Present:** Robert and Patricia Mansfield, Roger Edwards, Bill Maxted, Lynda Williams, Janet Fanko, Elaine Batchelor
2. **Apologies:** John Johnson.
3. The **Minutes of a meeting held on 1 September 2020** were agreed as a correct record with a small typing error corrected.

**Matters Arising:** Actions had been completed. The following point was noted:

- Plans for Christmas Event to be finalised.

### **4. Committee Memberships**

Rachael Snashall's name had been removed as a Trustee on the Charity Commission website. Committee members might wish to visit the site the check their details were still correct.

### **5. Membership Matters:**

Paper B1 and B2 presented. Discussion on subscription fees and options for members joining mid-year during Covid 19 pandemic. It was agreed that if a new member joins between now and March 2021, their subscription fee will cover them until March 2022. This was a temporary arrangement, to be reviewed next year. It was agreed that a discussion will take place in January 2021 regarding the renewal process for members and that appropriate about costs and subscriptions would then be sent to them. It was agreed that no charge will be made for members to participate in zoom Monthly meetings between now and March 2021.

### **6. Finance Matters:**

Money in bank approx. £12,500.

### **7. September Monthly Meeting**

The speaker is Michael Astrop. He will be talking about Inn Signs.

### **8. Future Monthly Meetings**

Speakers booked for 10 November and up to and including March 2021.

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

### **9. Christmas Event**

A speaker has been booked for the December meeting (approx. 45 minutes).

- Chair to finalise draft timetable of members' contributions to complement the speaker.
- Business Secretary to contact local primary school to enquire about participation in Christmas event.

#### **10. Group Co-ordinator's Report:**

There was no group coordinators report. The Chair has been in contact with the Church regarding future use of the rooms for Interest Groups in regards to Covid 19. The Church would provide details of their risk assessment and anti-Covid measures shortly.

#### **11. Gift Aid:**

Nothing to report.

#### **12. Review of Policies**

Thorough discussion of Papers C and D. Amendments agreed and procedures and actions arising from the policies to be discussed at the next meeting.

- Business Secretary to send final versions to Chair for signature.
- Business Secretary to contact webmaster regarding website and cookie policies.

#### **13. Business Secretary Report:**

Network Matters / Correspondence: received and distributed copies of newsletters from TAT and Network. Copyright licence will be sent out in October from TAT.

#### **14. Covid 19 Memorial:**

Competition information discussed.

- Chair to send to Art Group Leader.

#### **15. Newsletter:**

Newsletter to go out this weekend. Discussion on costs of printing paper copies for members with no email address. It was agreed to introduce a shorter version as soon as feasible, without information of value to those with broadband / email only.

- Newsletter to include request for those who received paper copies (no access to email) to provide feedback on the content and to write article for inclusion.

#### **16. Next Meeting (Tuesday 3 November 2020 at 2.15 p.m.)**

#### **17. Any other Urgent Business**

Noted that the website will need to be reviewed and updated. The meeting closed at 4.13 p.m.