Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING

Monday 26 July 2021 @ 2.00pm at 2 Home Way, Petersfield

Present: Steven Watts (Chairman)
Robina Whitehorn (Secretary)
Gordon Watts (Treasurer)
Andy Borthwick
Linda Hutton (Membership Secretary)
Peter Lake
Jenny Thwaites (Groups Co-ordinator), via Zoom

Note:

This was the first face to face meeting held since March 2020, all meetings since having been conducted via Zoom. The Committee have agreed to meet monthly from this point, on or about the third Monday of each month.

1. No interests were declared.

2. **Minutes of the Previous Meeting -** The Minutes of the previous meeting of 28 June 2021 were agreed as a true record.

3. **Matters Arising –** There were no matters arising additional to the items in the Agenda.

4. **Treasurer's Report –** The Treasurer reported that the accounts were in good order; an account had been opened with the Town Council for the hire of facilities at The Avenue Pavilion.

5. **Covid Recovery –** The Committee agreed that subject to the continued smooth progress of the Recovery timetable, and ongoing Government guidance, Petersfield u3a would move carefully towards a safe resumption of General Meetings and Group activities in September. Venue rules would be observed where applicable, and Convenors would be reminded to conduct risk assessments prior to a resumption of activity and keep these under review. A statement to this effect would be published in the forthcoming edition of News & Views. **ACTION: AB**

6. **General Meetings and Associated Arrangements –** AB reported that Speakers had been engaged for September, October and November. He was in discussion with a member who was willing to take the lead in organising the Speaker programme, but not the General meetings themselves. He suggested that it would be appropriate to review the various elements of the latter – technical support, member registration and welcome, hosting and refreshments – as normal activity resumed and potential new requirements, such as streaming via Zoom, were identified.

   There was support for the concept of group working, already operating successfully in publications, to draw up an interesting and wide-ranging speaker programme. It was hoped that the search would extend beyond the professional speaker circuit to public service and consumer interest organisations.

   It was agreed to use the barcode entry system for all four "all -member" meetings – General, Science and Technology, Arts and Heritage and Health and Wellbeing. MC members agreed to share hosting duties, and SW would invite Keith Hopper to host from time to time. A supporting aide-mémoire for hosts would be produced. The Welcome Team would be encouraged to take a proactive role and there would be a review of the refreshment service to better facilitate mingling and conversation. PL agreed to talk to John Donlan about IT support and facilities. **ACTION: SW / PL**

7. **Volunteer Recruitment –** SW reported that a member had volunteered to help set up and to lead the publicity and local profile engagement process. The discussion was ongoing, and he would seek her comments on the improved website and News & Views. As with the Speaker programme, additional member support was required and would be further encouraged.

8. **All Member Meetings –** AB suggested, and the Committee agreed, that the organisers of the four all-member meetings should co-ordinate the content and timing of their programmes to avoid duplication of subject matter and diary conflicts.

9. **Membership Renewal and Special Edition of News & Views. –** LH stated that the annual renewal process was on track, now with the additional facility of payment by direct bank transfer. The deadline for production of the accompanying edition of News & Views was mid-August (A4, four-sided, A5 envelopes). SW agreed to add a personal message encouraging members to step forward for volunteer roles. **ACTION: LH / SW / AB**

10. **Group Convenors' Lunch –** Given the Group Co-ordinator's present absence, LH agreed to discuss with her what needed to be done and inform the Committee of the actions required.
    ACTION: LH / All

11. **Open Day Planning –** It was confirmed that the Open Day would take place at St Peter's Church on Wednesday 6 October from 10am – 2pm. AB would alert the Group Convenors and the Welcome Team, and the Committee agreed that the event should be publicised beyond new and potential members to local Council representatives and MP. The PR volunteer would be requested to give assistance. **ACTION: AB**

12. **Publicity –** PL stated that members' attention had been drawn to the redesigned website via Connect. He felt that as much as possible had been achieved with Sitebuilder, and that within the next two or three years an external web designer would need to be engaged to design an upgrade.

    AB introduced the new publicity leaflet which was very favourably received. It was agreed to print extra copies for the Open Day; the Welcome Team would be requested to assist with distribution. **ACTION: AB**

13. **Any Other Business –** GW stated that he had spoken to Julie Burton who was keen to resume the Chichester Theatre programme in 2022. He had also discussed with Maureen Willett the opportunity for future outings, but no decision had yet been made.

    PL and RW agreed that there was outstanding action required on Data Protection and Associate Membership Policies, but that the website improvement had recently taken priority and individual Committee members now needed to concentrate on personal matters post-Covid.

    The MC agreed that Group Convenors should be advised to contact the Editors of Connect themselves for publication of activity notices.

    RW drew attention to the forthcoming AGM in October and said she would be reviewing the timetable and choreography in the light of comments made after the last face to face AGM in 2019.

There being no further business, the meeting concluded at 5.15pm

Next meeting: Monday 16 August at 2pm. Subject to continuing relaxation of Government restrictions, venue 2 Home Way, GU31 4EE

RW 27/07/21

Signed……Chairman

Date……