Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING, CONDUCTED VIA ZOOM

Monday 17 May 2021 @ 2.00pm

Present: Robina Whitehorn (Secretary)

Gordon Watts (Treasurer)

Andy Borthwick

Jenny Thwaites (Groups Co-ordinator)

Due to technical difficulties, Steven Watts (Chairman) was unable to join the meeting; at his request, and being quorate, members present discussed the published Agenda items.

Apologies were received from Linda Hutton and Peter Lake.

Purpose of Meeting:

To update on the progress of Group activities and Petersfield u3a communications with members during the Coronavirus pandemic, and outstanding organisational matters.

To discuss:-

- Minutes of the Last Meeting and Matters Arising
- Finance Report - GW
- Update on Insurance issues and Implications for Guest Attendance and Interest Group Membership / Try Before You Buy - PL
- Licences - update - RW
- Groups Report, including 17 May Covid Relaxation, Summer Lunch for Convenors and Convenor recognition - JT
- Publicity Leaflet distribution and promotion - AB
- Marketing and telephone point of contact - AB
- Health Check summary - RW
- Recruitment and Retention, specifically Speaker Secretary and Marketing/PR - All
- u3a Day - Hants/Surrey network PR coordination - All
- AOB

Discussion:

1. The Minutes of the previous meeting of 6 April 2021 were agreed as a true record. RW confirmed that a new page had been installed on the website for publication of MC Meeting Minutes; this would now be regular procedure.

2. There were no Matters Arising other than Agenda items.

3. RW stated that she had received Esther Jones' formal resignation as Speaker Secretary with effect AGM 2021.

4. Financial Report The Treasurer presented the latest financial statement, confirming recent payment of Third Age Trust annual affiliation and Beacon fees, printing of the publicity leaflet and News & Views. The Committee discussed potential printing requirements for the leaflet and future editions of News & Views. It was noted that the Chairman was content with the editorial team's amendments to his introduction to the June edition of News & Views.

5. Insurance Discussion of Insurance issues was deferred in the absence of Peter Lake.

6. Licences RW clarified the requirement for Copyright and audio-visual Licenses. The former was required for the copying and re-use of extracts from digital and print books, magazines, journals and websites for educational purposes; the latter permitted audio-visual content to be screened as part of an interest group. MC members approved expenditure of £60 for purchase of a Copyright Licensing Agency Licence from TAT; the cost of the MPLC umbrella Licence for all u3as is included in TAT Membership. RW would retain appropriate paperwork on file for reference by members if required.
ACTION: RW

7. Groups JT reported that a volunteer had offered to be the new convenor of the Family History 2 Group, and that the Advanced French Conversation Group was underway. She would be unable to give a comprehensive assessment of the overall Group situation until lockdown had fully eased. It was acknowledged that future social distancing requirements may necessitate consideration of alternative meeting venues and arrangements, but it was nevertheless agreed that going forward it was essential to concentrate on the primary interests of u3a members - general meetings, group activities and social gatherings. The MC confirmed its commitment to abide by Government relaxation directives and to work with the Community Centre in the coming weeks to facilitate a safe resumption of activity when permitted.

8. A "thank you" lunch for Convenors was tentatively scheduled for 24 August, pending agreement with the Half Moon; JT would also encourage all members to express their appreciation for Convenors' encouragement of Group contacts and remote activity during lockdown, in order that they may be recognised publicly. **ACTION: JT**

9. Publicity Leaflet AB reported that the publicity leaflet was available for distribution, and given current Covid restrictions, various options were considered. A mailing to members in August, in anticipation and promotion of a return to full activity in September was favoured.

10. Telephone Contact AB stated that he had purchased a burner phone to which public enquiries would be directed; it was agreed that it would be held by Committee members on a rotational basis.

11. u3a Health Check RW reminded Committee members of her recent email confirming that in most respects Petersfield was compliant, but that MC recruitment and rotation and volunteer numbers generally should be addressed as a matter of priority.

12. Recruitment and Retention There was general agreement on the necessity to make more explicit the connection between the facility for interest group activity and the overarching administrative and compliance framework required by the Third Age Trust and the Charity Commission, within which the whole u3a movement operated. AB undertook raise awareness in the forthcoming edition of News & Views, highlighting the opportunities for existing and new members to contribute their skills and experience to the management of Petersfield u3a, and with specific reference to the forthcoming vacancy for Speaker Secretary and the management of General Meetings.

ACTION: AB

13. u3a Day The MC confirmed the deferral of Petersfield u3a Day until Autumn; Wednesday 6 October was proposed. The joint PR initiative offered by the Vice Chairman of Alton u3a was supported.

14. The Treasurer agreed to write an article for News & Views clarifying for members the components of the annual membership fee and their allocation to the ongoing running costs of Petersfield u3a. **ACTION: GW**

There being no further business, the meeting concluded at 4.20pm.

Next meeting: Monday 28 June 2021 @ 2.00pm. Subject to further relaxation of Government restrictions, venue 2 Home Way, GU31 4EE

RW 17/05/21