Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING, CONDUCTED VIA ZOOM

Tuesday 6 April 2021 @ 2.00pm

Present: Steven Watts (Chairman)

Robina Whitehorn (Secretary)

Gordon Watts (Treasurer)

Peter Lake

Andy Borthwick

Jenny Thwaites (Groups Co-ordinator)

Linda Hutton (Membership Secretary)

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
- Revised Reserves Policy - GW
- Revised Development Plan - SW
- Covid Restriction Relaxation and PCC opening plan - All
- Policy Reviews – update - PL
    - Policy: Control of access to Beacon and Sitebuilder Systems
    - Policy: Non-member attendance at Petersfield's u3a meetings
    - Policy: Petersfield u3a Group membership for local u3as and policy issues
    - Discussion of "try before buy"
    - Website development
- Dropbox Issues - PL
- u3a Zoom Account - JT
- Newsletter Update - AB
- Publicity Leaflet Revision - AB
- Member and Committee Retention and Recruitment, specifically PR volunteer - All

- PCC Projectionist - All
- u3a Day - All
- Governance Issues - RW
    - Annual Return
    - Health Check
    - Constitution Update
    - Data Protection Policy
- Future MC Meetings and dates - All
- AOB
- Date and Time of the next Meeting

Discussion:

There were no Apologies.

1. The Minutes of the previous meeting of 9 March 2021 were agreed as a true record.

2. Matters Arising - It was agreed that when the New Documents section had been established on the website, (currently in progress) the Minutes of MC meetings would be published after they had been approved by the MC at the subsequent meeting.

3. PL reported that further to the annual review of the Data Protection Policy identified at para 10 of the Minutes, and his subsequent discussion with the Secretary, it was proposed to conduct an extensive review of the Personal Data Security Policy and process – collection, storage, disposal and messaging. It was considered that the third anniversary of GDPR 2018 was an appropriate stage at which to do this. It was envisaged that a member-focussed Privacy Policy would outline Petersfield u3a's commitments and processes, supported by a comprehensive Data Protection Policy.

4. Finance Report – The Treasurer presented the accounts to date and stated that there had been little financial activity since the previous meeting. The Third Age Trust Affiliation fees were due to be paid shortly.

5. Reserves Policy – the Reserves Policy presented at the previous meeting, incorporating the proposed amendments, was unanimously accepted.

6. Development Plan – the revised Development Plan, forwarded to the Committee by the Chairman on 17 March, was discussed. It was felt that there should be more clarity about the document's purpose, and its target audience – whether an aide mémoire of actions for the Management Committee, or a plan of action for presentation to the membership. SW stated his aspiration to present to members in a single document a vision for the future development of Petersfield u3a and an overview of the actions intended to achieve this. MC members broadly agreed with the intention but suggested that a preliminary summary document introducing the Vision would inform and guide expectation prior to subsequent detailed explanation of proposed actions

and targets. SW undertook to draft an introductory summary of key elements.

ACTION: SW

7. Covid Recovery – the MC discussed the latest stages in the "Roadmap" and the next measures planned, all being well, for 12 April and 17 May. It was agreed to adhere to Government guidelines in all respects as the situation developed and to monitor advice from the Third Age Trust, whilst maintaining contact with the Community Centre. Members were advised to check the national u3a website regularly as advice was sometimes updated without prior announcement.

8. Policy Reviews – PL presented updates on several reviews currently underway:

   - The Beacon and Sitebuilder Access Policy dated 26 March 2021 was unanimously approved. PL advised that there would be a further supplement relating to Dropbox – data storage and access – presently being discussed with John Donlan, IT Administrator.

   - The MC discussed at length the eligibility of non-members to attend Petersfield u3a General Meetings on resumption of normal activity. It was noted that hitherto there had been no restriction; non-members, including those not accompanied by members, being admitted on payment of a small entry fee. It was generally felt that more discretion should be exercised over persistent non-member attendance and such individuals should be invited to join the u3a. It was agreed to ask the Welcome Team to assist in this pro-active approach. The MC agreed that para 4.2 (line 2) of the draft policy document should be amended to read "and their guests at the discretion of the Management Committee".

   - There was further extensive discussion of attendance at Petersfield u3a interest groups by members of other u3as. It was acknowledged that on occasion individual members might wish to invite houseguests living elsewhere, and that this should remain within the discretion of the Convenor. Regarding regular attendance at Group meetings by members of other u3as, it was felt appropriate to charge an associate Petersfield u3a membership fee, at a reduced rate to reflect duplicate TAT affiliation and magazine subscription. A decision was deferred pending research into TAT policy on associate membership, and guidance from John Donlan on Beacon capability to record appropriately this arrangement. Further approaches about reciprocal arrangements to neighbouring u3as were similarly deferred. **ACTION: RW / LH**

   - It was further agreed that when formally approved, short summaries of these policies should be included in the Group Convenor's Handbook. The MC supported a regular house style format for all policies, prefaced by an Executive Summary, and concluding with a document control record.

9. Dropbox – PL stated that he was in discussion with John Donlan about optimum data electronic storage solutions; it was likely that for the foreseeable future Dropbox would be the preferred medium. He offered to arrange for JD to host a Zoom tutorial for the MC in order to explain the system's current structure, capability and security. This was agreed. **ACTION: PL**

10. Petersfield u3a Zoom Account – JT reported that she had been offered the facility of a multi-user Petersfield u3a Zoom account at very favourable terms. The MC agreed that this merited further investigation, provisionally for 12-15 users. **ACTION: JT**

11. News and Views – AB presented that first edition of the redesigned Newsletter, to unanimous acclaim. It was presently being issued via Beacon, with a view to becoming a bi-monthly publication, and subject to further refinement. The MC discussed how it might best, and most cost-effectively, be distributed to non-IT enabled members, and AB undertook to discuss this with Marjorie Day, leader of the Welcome Team. The MC placed on record its thanks to all those involved in this successful publication. **ACTION: AB**

12. Publicity Leaflet – The MC considered the first draft of Petersfield u3a publicity leaflet, expressing their support in principle, subject to several amendments. Conditional upon final approval, it was agreed to print 500 copies initially (glossy or good quality non-gloss). Thanks were placed on record to AB and LH for initiating and carrying through this project. **ACTION: AB / LH**

13. Member and Committee Recruitment and Retention – Given the pressure of time, the MC agreed to defer discussion of this matter to the next meeting. **ACTION: ALL**

14. PCC Projectionist – further to the decision of Sue Potts to stand down, discussion with other members had ensured that there would be cover for the time being. This matter should, however, be included in the projected discussion at para 13.

15. u3a Day – It was agreed that in the present circumstances of the pandemic, and the pressure on volunteer resources, Petersfield could not undertake effective and meaningful participation in u3a Day on 2 June. The MC favoured a local newspaper article focussing on activity successfully maintained over recent months and looking ahead to post-Covid relaunch. **ACTION: SW**

16. Governance Issues – RW summarised several Governance issues currently being addressed:-

- The Annual Return (mainly relating to membership numbers and finance) would shortly be submitted to Head Office

- At the same time, the Annual Health Check of membership activity and sustainability would be presented to the MC.

- The national u3a had just issued a revised model Constitution, reflecting recent Charity Commission direction regarding electronic meetings and compliance obligations. TAT recommendation was that all u3as should adopt this updated model Constitution; RW would study it in more detail and report at the next MC meeting.

- As advised by PL at para 3, work would continue to review the Data Protection Policy and associated documentation.

ACTION: RW

17. Future Management Committee Meetings – The MC agreed to hold future monthly meetings on the afternoon of the third Monday of the month.

18. AOB – JT reported on a disappointing response to her recent attempts to encourage new Groups but that her efforts would continue.

    It was agreed that the new publicity leaflet should reflect Petersfield u3a's commitment to diversity and inclusivity.

    PL reported that his efforts to obtain more detail of the u3a Insurance Policy had been unsuccessful so far, but he would persevere.

    The MC agreed not to produce a dedicated policy document covering the minuting of private or sensitive discussions; should it be necessary, the Secretary would note that a matter was discussed in camera and keep a separate discreet record to that effect.

There being no further business, the Chairman closed the meeting at 5.20pm.

Next meeting: Monday 17 May 2021 @ 2.00pm via Zoom. RW to convene.

RW 08/04/21