u3a
Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING, CONDUCTED VIA ZOOM

Tuesday 9 March 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 Meeting held on 9 February
- Issues raised by the President and subsequent actions - All
- Finance Report, Forecast, Min Operating Reserve and Draft Reserves Policy - GW
- Covid Recovery - Government Roadmap, potential resumption of Group activity, re-opening of Community Centre, individual vaccination status - All
- MC Annual Calendar - RW
- Annual Review of Data Protection and "Try Before You Buy" Policies - All
- Beacon Access Policy - PL email of 26 Feb - PL
- Draft Development Plan - SW
- MC Role Descriptions - RW
- Newsletter and Website update – AB / PL
- PR / Media Role and Recruitment / Official POC details - All
- u3a Day - All
- Publicity Leaflet - LH
- AOB
- Date and Time of the Next Meeting

Discussion:

There were no Apologies.

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

2. Matters Arising – RW reported that the Accident and Incident Reporting Form had been updated and was available on the website. The Groups Co-ordinator had informed Convenors of the process to be followed in the event of such an occurrence.

3. Issues Raised by the President – The Committee reviewed the matters recently raised and confirmed the intended actions outlined in the subsequent Clarification Statement. It was reiterated that meetings of the MC are open to any member wishing to attend.

4. Financial Report and Forecast – The Treasurer reported that recent financial activity mainly reflected support for remote meetings, Zoom subscriptions for Groups and essential administration. Affiliation fees to the Third Age Trust were due to be paid shortly (to be increased in 2022). If the Government "Roadmap" proceeded as hoped, it was assumed that this pattern would continue at least until June. The current forecast projected a deficit of £3,700.00, and a healthy remaining Reserve.

5. Reserves Policy – in accordance with Charity Commission directive, GW proposed a Reserves Policy for Petersfield u3a comprising 3 elements:-

    a) An Opportunity Reserve to cover future investments, development opportunities and initiatives including post-Covid Refresh and Relaunch in support of the organisation's Charitable Objects. The level of this Reserve would be agreed annually at the start of the financial year by the MC taking into account resources available, other commitments, external factors and risk analyses.
    b) An Operating Reserve reflecting 12 months' administrative, governance and compliance costs, and outstanding obligations in the event of potential disbandment.
    c) A commitment in present, time-limited, circumstances to support the costs of Groups meeting via Zoom and enabling them to return to full operation post-Covid. It was also proposed to suspend all meeting fees (General, Arts and Heritage, Science and Technology) for 12 months on resumption of normal activity.

6. The MC supported this proposal and agreed that the projected Financial Management strategy was appropriate alongside the Five-Year Development Plan. The Reserves Policy would be reviewed and presented to members annually. It was suggested that members should be informed of this decision in the first edition of the forthcoming Newsletter. It was agreed that the reactivation costs of existing Groups and start-up

costs of new Groups could be supported for a limited maximum period of up to 12 months.

7. Several small amendments to the draft Policy were proposed and accepted. The MC approved the overall document subject to the inclusion of these amendments. **ACTION: GW**

8. Covid Recovery – The Committee reviewed the Government "Roadmap", and agreed to continue monitoring the situation, observing Government direction whilst taking note of guidance from the Third Age Trust and maintaining contact with the Community Centre. It was agreed to place a statement to this effect in Connect. They discussed the ongoing national debate about vaccine certification and "passports" and agreed not to make public comment at this stage. **ACTION: SW**

9. MC Annual Timetable – RW drew the MC's attention to the annual calendar of u3a activity and administrative and compliance requirements. It was agreed that this should be incorporated into a future newsletter or publication. **ACTION: RW**

10. Annual Policy Reviews – RW advised the MC that Petersfield u3a Data Protection and "Try Before You Buy" Policies were due for annual review and should be updated to reflect the new u3a brand identity. Several necessary amendments were identified in both documents; it was also observed that "Try Before You Buy" originated in earlier circumstances when there was less interaction with neighbouring u3as than presently. It was not believed that any local network u3as operated a similar policy and SW undertook to raise the matter at the forthcoming Chairs' meeting. RW and PL agreed to study the documents more closely and circulate updated versions for approval. **ACTION: SW / RW / PL**

11. Beacon Access - The MC approved the revised Beacon Access and Permissions Policy proposed by PL in his email of 26 Feb @ 0849. He agreed to convert it into a formal policy document and proposed that it should be an Addendum to the Data Protection Policy, subject to the same annual review. **ACTION: PL**

12. Development Plan - The Chairman presented the draft Five Year Development Plan, incorporating inputs from individual MC members. He intended to present the Plan to members in the coming months, in tandem with the Reserves Policy, and invite comments. It was agreed that this should be done withing the context of an overarching Vision of the future Petersfield u3a; SW and AB undertook to collaborate on a draft. **ACTION: SW / AB**

13. <u>Role Descriptions</u> - RW presented the formal role descriptions based on the TAT templates and adapted to Petersfield u3a, incorporating amendments proposed by the current incumbents – Chair, Treasurer, Secretary, Group Coordinator and Membership Secretary. She would allocate a dedicated file on Dropbox and proposed a post-Covid review in September. The MC agreed. **ACTION: RW**

14. <u>Newsletter</u> – AB gave an update on planning for the new Newsletter, in which 4 members were now regularly engaged, with 7 potential contributors already confirmed. He would shortly be contacting Group Leaders to request their input. The MC agreed to expenditure of £7.99 per month on Microsoft 365 subscription, to enable access to the MS Publisher software necessary to facilitate a co-ordinated and professional production. **ACTION: RW / AB**

15. <u>Website Refresh</u> – PL reported on his study of options available. Having attended a helpful u3a webinar, he had become aware of a wider range of technology available through Sitebuilder. Examination of other websites had demonstrated possibilities offered by other web builders which would enable additional content and thus added value; however, this would take 6-9 months to achieve. On balance, his recommendation was for continued exploration of Sitebuilder to reach the level of content required, before looking at other technological options. It was hoped thereby to achieve a better understanding of the needs of Petersfield u3a and possibly make better use of Sitebuilder, resulting in improved content, structure and design. He hoped to make further recommendations by early June. He added that he and John Donlan were examining how best to set up a private members' area, and what extent it was necessary, whilst reconciling the MC's commitment to transparency and member access with their legislative obligation to data protection and safeguarding. **ACTION: PL**

    (JT left the meeting)

16. <u>Media and PR</u> – AB stated that he had successfully contacted the Town Council's Media and Events Officer in order to raise the u3a's profile in the official Town Guide. This led him to raise the wider issue of media and public engagement and publicity, and how best to pursue this consistently. It was agreed that Petersfield u3a need a volunteer to undertake the role on a dedicated and pro-active basis, as the primary point of contact for radio, print media, social media and all public facing communication – to which need the forthcoming u3a Day gave added impetus. MC members undertook to intensify their search for a volunteer.

17. <u>u3a Day</u> – MC members acknowledged the determination of the national u3a that u3a Day should go ahead on 2 June, actually or virtually, whatever the state of Covid restrictions. However, all agreed that they would prefer such an event to take place

when u3a members and general public could engage freely on a personal basis. It was also acknowledged that even though some restrictions will be in force in early June, most people would be focussing on Summer plans and post-Covid activity. It was therefore decided to defer Petersfield u3a's event until September, as a combined celebration of the organisation, post-Covid relaunch and look-ahead to future plans and activities.

18. Publicity Leaflet – The Membership Secretary's draft publicity leaflet was welcomed. It was agreed that it should conform to u3a brand style and format. The fee of £100 for a professional designer was approved and it was also agreed that stock library images could be used to meet data protection and copyright requirements. **ACTION: LH / AB**

19. Publication of Minutes – Subject to the completion of preparatory work by John Donlan and PL, it was agreed that the Minutes of MC meetings could be published on Petersfield u3a's website under a New Documents section. The Secretary would advise the Editor of Connect when they were available for members to read. **ACTION: RW / PL**

There being no further business, the Chairman closed the meeting at 4.40pm.

Next meeting: Tuesday 6 April 2021 @ 2.00pm via Zoom. RW to convene.

RW 10/03/21