Petersfield
Charity No. 1060354

MINUTES OF A MANAGEMENT COMMITTEE MEETING, CONDUCTED VIA ZOOM

Monday 28 June 2021 @ 2.00pm

Present: Steven Watts (Chairman)

Robina Whitehorn (Secretary)

Gordon Watts (Treasurer)

Andy Borthwick

Linda Hutton (Membership Secretary)

Peter Lake

Jenny Thwaites (Groups Co-ordinator)

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
- Re-Opening;
  - Forward planning, events and timetable post 19 July, in accordance with Government guidance
  - Resumption of Group Activities
  - Convenors' Lunch
  - Resumption of General Meetings
  - AGM 2021
  - Communication with the PCC
  - Open Day 2021

- Recruitment;
  - Recruitment to MC and Adviser roles - specifically, Speaker Sec, PR, Day Visits Organiser - and MC generally.
  - Role suggestions for recent volunteers.

- Welcome Team support
- PR and Promotion
- Member Recruitment

- Communications Update
- AOB and date of next meeting

Discussion:

1. The Minutes of the previous meeting of 17 May 2021 were agreed as a true record.

2. **Matters Arising** – The Secretary reported that the Copyright Licence had been obtained and was accessible via the website. The MPLC Licence was covered in the overall TAT membership; it had been noticed that some u3as were requesting individual copies as a requirement of venue hire.

3. **Finance Report -** The Treasurer reported little financial activity other than an increase of Group Activity at the Community Centre as Covid restrictions were relaxed. It was encouraging to see new groups being formed. The Committee agreed to subsidise venue hire and Zoom costs for Groups until 31 August 2022.

4. Groups would be reminded that all cash holdings were u3a assets and should be stored securely in the u3a bank account. **ACTION: GW**

5. **Post-Covid Re-opening** – The Committee noted the Government's stated expectation that restrictions would be reduced on 19 July, and agreed to proceed thereafter in accordance with official guidelines. The current requirement for risk analyses to be conducted prior to resumption of each Group activity would continue to be observed and modified in accordance with official direction. The MC would continue to consult with the Community Centre; it was also agreed to monitor official guidance and members' views for resuming meetings in private homes. National u3a guidance on risk analyses, Covid testing and vaccinations was noted. AB undertook to make Convenors aware during the course of preparation for the next edition of News & Views.
ACTION: AB

6. **Convenors' Lunch** – JT reported that the Half Moon had been booked for Wednesday 1 September, and that plans would be confirmed after 19 July. Support would be given by the Welcome Team and MC attendance was encouraged. **ACTION: JT**

7. **General Meetings** – subject to the relaxation of restrictions on 19 July, and further official guidance, the MC confirmed that the planned Autumn programme of General Meetings would recommence in September, with Zoom as the fall-back option. Speakers were already booked and the IT Group had confirmed that it was possible to

stream a live event to remote attendees. It was also agreed that the AGM should proceed as usual in October. RW agreed to keep the Community Centre informed. **ACTION: RW**

8. **Open Day** – It was agreed to hold an Open Day as previously discussed, provisionally on 6 October, both to encourage new members and to acknowledge current members. The Chairman agreed to investigate potential venues prior to further discussion. **ACTION: SW**

9. **Recruitment of Committee Members and Advisers – Speaker Secretary** – JT reported that five volunteers had come forward, two of whom were keen to help in the Community Centre, and three potentially with research and booking of Speakers for General Meetings. AB agreed to meet with these three members to discuss how they might work together. It was agreed that the opportunity for joint working should be considered in other areas of Committee and Group activity. **ACTION: AB**

10. **PR Representative** – it was hoped to recruit a member to manage communications on social media, with local press and radio, and to promote the local public profile of Petersfield u3a. It was agreed to ask for expressions of interest initially via Connect. **ACTION: SW**

11. **Visits Organiser** – for cultural events and trips. JT agreed to contact Maureen Willett to discuss future opportunities, and GW would discuss with Chris and Judy Burton the resumption of the Chichester Festival Theatre programme. **ACTION JT / GW**

12. **Welcome Team** – the MC were encouraged that the number of members had remained largely stable during the pandemic and hoped that the resumption of activity in September would encourage new members. They supported the Welcome Team's proposal for regular social gatherings for new members and thanked them for all they were doing to support new members.

13. **Annual Membership Renewals –** LH reminded the Committee that annual renewals were due in August. Support was given to AB's proposal of 7 June for a special "Renewal" edition of News & Views, to be sent to members with renewal letters. The additional cost of printing (est. £195) and postage was also agreed. It was believed that this initiative, in addition to the financial commitment already made to Groups, and further promotion at the Open Day in October, would encourage a renewal of activity and optimism. **ACTION AB / LH**

14. **Communications Update** – The Committee studied in detail the update provided by PL prior to the meeting. The proposed Actions and Recommendations were fully supported, with the following amendments:

    - Item 3 – AB to request Groups for input in JT absence
    - Item 8 – responsibility for Dropbox to be discussed further by PL and RW with John Donlan
    - Item 16 – proposal to introduce Associate Membership fee for local u3a members attending Petersfield u3a groups, in order to fulfil insurance requirements, was unanimously supported, with effect August 2022. Convenors to be briefed in course of Groups annual audit **ACTION LH / JT**
    - Item 18 – clarification of DP Policy relating to photographs of members to be a matter of priority **ACTION RW / PL**

15. **Any Other Business**
    - The Treasurer requested and received confirmation that the budgeted sum of £5,000 for a new website was not required in this Financial Year, much of the work having been done in-house. It was however agreed to set aside the same amount in the Opportunity Reserve in the next Financial Year. **ACTION: GW**
    - The MC confirmed the decision made in April to meet monthly in future (tentatively on the third Monday of each month), and at members' homes or alternately via Zoom. The bookings for the Committee Room at the Community Centre on 13 July, 14 September and 9 November would be cancelled. **ACTION: RW**
    - RW enquired whether the recordings of virtual meetings listed on the website, and thereby available to a non-u3a audience, had received the necessary individual permissions. The Chairman said he would confirm. **ACTION: SW**

There being no further business, the meeting concluded at 5.10pm

Next meeting: Monday 26 July 2021 @ 2.00pm. Subject to further relaxation of Government restrictions, venue 2 Home Way, GU31 4EE

RW 29/06/21

Signed……Chairman

Date……