

Leicester U3A (Charity Number 1083274)

Minutes of the Committee Meeting held by Zoom on Tuesday 25th May 2021 at 10:30

Meeting hosted by Henry with Tony in the Chair

1. Apologies & Attendance:

Present: Tony Davison (Chair), Henry Paulinski (Vice Chair), Ros Devine (Secretary), Bob Holness (Treasurer), Margaret Potter (Membership Secretary), Sandra Barker (Well Being and Hospitality), Neil Taylor (Groups Co-ordinator), Keith Pyne (Speaker Finder);

Apologies: There were none.

2. **Minutes:**
 - a) Minutes of Committee Meeting 27th April 2021 These were approved.
 - b) Minutes of AGM 11 May 2021 It was agreed that these were an accurate representation but cannot be approved until the AGM in 2022.
 - c) Minutes of Committee Meeting 11 May 2021. These were approved.

NB. In future Margaret will produce and distribute minutes with appropriate watermarks 'DRAFT' and 'APPROVED'.

ACTION – MARGARET to send approved minutes to all. **TONY** to print out and sign and post to Ros items a) and c)

Matters arising (not already on the agenda) There were none

3. **Chairs report:** Tony had nothing to report since last meeting.

4. Secretaries report to include:

a) **Widening Participation** Ros has been in contact with the University about DICE (Diversity, Inclusion and Community Engagement).

b) **Contacting Organisations:** We need to start contacting outside bodies. This could include GPs, Religious leaders, Leicester Ageing Well etc. Ros will get together with Margaret to draft a letter for approval and to compile a list of recipients. Margaret will then print and distribute these. **ACTION ROS/MARGARET** Initially we will concentrate on the city commissioning area but depending on response could widen the catchment area later.

c) **Equality and Diversity:** It is hoped that the action under b) will encourage diversity in new membership. Current membership to be canvassed for special needs. Margaret & Ros will meet to devise a questionnaire for members. **ACTION ROS/MARGARET.** When the replies have been received, Neil will canvass convenors to see which venues are accessible for those needs and which not. He will also update the convenors pack to include this subject.

ACTON NEIL

d) **Shared learningU3A Day:** When the Universities return after their break Ros will contact them again to investigate starting some projects up with us and possibly other u3as. **ACTION ROS**

5. **u3a Day:** The committee approved the advertisement to be put in the Leicester Mercury as a half page on 31st May and 2nd June. The payment of £150 had already been approved by email and paid by the Treasurer Margaret will contact Hayley Clements of The Mercury to give

the go ahead. **ACTION MARGARET** Neil reported how helpful she had been in offering the free services of their design team to compile this. Permission for use of the photographs was presumed as they had already been given permission for use on our website and in newsletters. A reminder had been put in the latest newsheet.

It was now not feasible to get Facebook page set up before u3a day but Neil is working closely with Graham to progress this after u3a Day. The settings for the page will be those for a child friendly site to prevent adult content advertisements popping up when people access the site.

ACTION NEIL

As part of the discussion it was mentioned that we should think about starting up our presentations to retirement groups again. We needed to update all our publicity material as ours is out of date with the old logo. Ros will investigate the cost of replacing our banners.

ACTION ROS

As Henry will be stepping down as Publicity Coordinator after this event Margaret has placed an article in the June Newsletter asking for a volunteer. Neil will also send out a message to all convenors mentioning this and also the vacancies on Committee (three as one is being held for the return of Robin when he is available) **ACTION NEIL**

6 Treasurers Report: This had been previously circulated. Bob reported that expenditure in 2021 would need to be closely monitored as we would receive much reduced income from membership in 2022. He also reported that costs from Beauchamp college were still not fully known. Regarding this, no developments occurred in 2021. Of the newsletters we produced, we paid for one by cheque and the cheque we drew for another one was not presented. The March one was not invoiced. If we return to using Beauchamp College, he recommended that he collect the newsletters and pay by Debit Card on collection. Previous year's amounts must be left for the College to act upon. He had made a provision of £1800 in calculating membership fees for future years. This includes VAT because our newsletters appeared to him to be Vatable as being in reality publicity material. There is provision for some newsletters to be produced in 2021. After some discussion it was agreed to recommence printing no earlier than for the September edition.

7. Speaker Programme: The speaker for July is Jim Matthews who will talk on Dementia and Music. This will cover the latest developments in this area. Keith is still waiting for the speaker's biography. The speakers for the rest of the year are as already published. Those for September and November can do either physical or Zoom presentations. The speaker for October cannot do a Zoom presentation but Keith has a standby ready to substitute if needed.

Henry asked if we wanted breakout rooms after the June meeting as for the AGM but after some discussion it was agreed to just unmute everyone attending and allow free discussion. Keith will check if the Speaker is happy to stay and field questions during this. **ACTION KEITH**

Bob will check with Christchurch their plans for opening up and the availability of our usual meeting slots PLUS the room for the committee meetings in July and August. **ACTION BOB**

Ros will check with the Friends Meeting house when Neil has confirmed its use by groups. She will also confirm with them that meetings booked and paid for but not used due to lockdown will be carried forward. This includes, coffee mornings, singing and Shakespeare groups but there may be other. **ACTION ROS/NEIL**

8. Groups report: Previously circulated. Neil updated the position on the following:
GERMAN – No one in the group is willing to stand as convenor. He will therefore deactivate the group and remove the members from it. He will circulate the group to let them know. **ACTION NEIL**

BOTANY – Neil has still to confirm with Jenny if this group is still active. He will chase this up. **ACTION NEIL**

PATS and GUITAR – have changed their meeting days. The web site entries will need amending. **ACTION NEIL**

9. Membership report: Previously circulated. There were no changes. Total membership stands at 365. That is 6 Honorary, 6 Associate and 353 individual.

10. Wellbeing report: There was nothing to report. Sandra had not received a reply from Elizabeth about the cards issued since last meeting. She asked about the arrangements for paying for the coffee mornings which she will run temporarily whilst Barbara is unable to do so. Normally Bob pays and then banks the money collected at the meeting. Neil reported that Barbara had a healthy balance in hand. He will check with Barbara and let Sandra know what this is. **ACTION NEIL**

11. A.O.B:

NEWSHEET: Margaret asked about the suggestion to continue the newsheet after we are able to meet again and print the newsletter. It was agreed that we will continue to provide it on a bi-monthly basis avoiding the first week in each month when the Newsletter is circulated. Neil was more than happy to do so.

RESEARCH: Neil has received a request from a member who is involved in some proposed new research into Covid in the over 75s. It was agreed to circulate members as requested. Neil has asked for the details and when he receives this will forward it to Margaret for circulation to all members. **ACTION NEIL/MARGARET**

12. Date and times of next meeting:

Tuesday 29th June 10:30

Tuesday 20th July 10:30

Tuesday 20th July 10:30 if Zoom, or 2:30 pm if physical

Tuesday 31st August 10:30 if Zoom, or 2:30 pm if physical

13. Holiday Dates:

Ros: 25 June -02 July 20th Nov – 6th Jan 2022

Neil: Most of August

Tony: 1st – 15th August; 30th Oct – 8th Nov

Sandra: 6th – 9th July

The meeting closed at 12:30