

## Leicester U3A (Charity Number 1083274)

### Minutes of the Committee Meeting held by Zoom on Tuesday 19<sup>th</sup> January 2021 at 10:30

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); Robin Bowler (Minute Taker).

Meeting hosted by Henry with Tony as Chair

#### 1. Welcome

New committee members Keith, Robin and Henry

#### 2. Apologies & Attendance

None

Committee noted that Elisabeth Somogyi had sadly died on January 8<sup>th</sup> in Leicester General Hospital. She will be sorely missed and an obituary will appear in the February Newsletter. Ros is awaiting details of her funeral from her accountant who is her next of kin in this country. She will circulate them to the committee. **ACTION ROS**

#### 3. Minutes last Meetings

Following minutes were approved:

- 10<sup>th</sup> March 2020
- 25<sup>th</sup> June 2020
- 25<sup>th</sup> June 2020 (confidential)
- Composite Minute for the year 2020

Tony will print out and sign a copy of each and post to Ros for retention. **ACTION TONY**  
Ros will arrange for the NON confidential ones to be posted to the web site. **ACTION ROS**

#### 4. ZOOM

Purchase of Licenses – Noted that does not require the presence of the person who holds the zoom licence to be present, could be opened by them and then they walk away.

Neil outlined options using U3A national support software which allowed 50% discount on normal commercial rates. These vary from expensive to low cost option with 'boost' packages in between.

One option was to consider pro-business bundle (max 100 participants) allowing up to 10 licenses on a bundle. Cost £51 ex. VAT available within 2 days. If option for 3 licenses considered then cost was as follows:

Admin fee	£51 + VAT	=	£61.20
Licenses	Three @ £55.25	=	£165.75
Add on approx.			£51.00
TOTAL Estimated			£277.95

Fees are in \$US so costs are approximate depending on exchange rate.

Discussion held on how many licenses might be required, more than one was suggested to allow for absence, illness etc. Licences to be held by Ross, Henry and Neil.

Suggested that in the next Newsheet a link, or simplified instructions could be given for members on using Zoom.

Question raised as to whether Zoom needed to be downloaded as unconfirmed reports that the police had some concerns. **ACTION** Neil to investigate confidentiality issues and circulate simple guide to Zoom use.

Purchase requires debit / credit card, this option is not available to the committee as we have not yet received the debit cards on our account. **ACTION** Bob will chase this up. Alternative would be for member to purchase license and be reimbursed by U3A. Margaret volunteered to help by using her credit card.

Margaret queried if the limit of 100 participants would be an issue, but noted that using boosts could increase this by 25.

Pointed out that broadband was very poor at Christchurch.

Control of meetings – for all meetings host can mute all and invite those wanting to speak to do so in orderly manner.

For meetings guest speaker can join. **ACTION** Keith to send invite to speakers to confirm if they are willing to do this by Zoom. Speakers booked from April onwards.

If invites sent out to all members +300 and more than 100 want to join then might need to be on first come basis. As noted earlier option for booster to allow for such contingencies. Based on past General meetings number might exceed 100 but uncertain.

Use of YouTube platform to stream meetings discussed. **ACTION** Henry to investigate U3A channel.

List of attendees for AGM is available on Zoom.

**Agreed** – That three licenses be purchased plus booster.

## **5. Arrangements for AGM**

Due to present Government restrictions, and those likely to be in force on AGM date of 10<sup>th</sup> March it would not be possible to hold a physical meeting,

For meeting to be quorate 20% of members need to attend. Present membership is 390 (so 78 minimum for meeting).

AGM required to be held within 15 months of the last. So needs to be convened by June. Not certain that lockdown will have been eased sufficiently by then to allow physical meeting.

Thus need to assume that AGM can only be held by Zoom.

Issue raised as to how to vote using Zoom. Option might be to do postal vote accompanied by letter to members.

In view of logistics and complications in undertaking this it might be preferable to move AGM to May.

#### **Agreed ACTIONS–**

- AGM to be held virtually (Zoom) and deferred to May
- Ross and Margaret to review what documents are required for such a meeting and the timetable for issuing and returning these.
- Keith to contact speakers to confirm they will use Zoom and investigate March speaker. He will then circulate the programme which Margaret also needs for the back of the membership cards
- Note to be added to February Newsletter via Chair's entry that monthly meetings would resume by Zoom in March

#### **6. Reports**

Finance, Membership and Groups reports previously circulated were accepted.

#### **7. Date of Next Meeting**

- Tuesday 23<sup>rd</sup> February 2021 @ 10:30
- Brief update meeting on Tuesday 9<sup>th</sup> February 2021 @ 10:30

Both via Zoom hosted by Henry

**ACTION ALL** Committee members to forward potential holiday dates to everyone.

Meeting closed at 12:30