

## Basingstoke – Old Basing U3a Committee Meeting

Tuesday 27<sup>th</sup> July 2021

Via Zoom

**Attending:** Rod Marshall, Janet & Richard Field, Margaret Hayes, Sue Seamour, Liz Horner, Linda Wain, Marie White and Janice Vaughan

1. **Apologies for absence:** Madeline Hussey
2. **Approval of Minutes – 1<sup>st</sup> June 2021:** Janet pointed out that number 4 of the minutes should have read – Ray Wilshaw
3. **Open Actions: Short mat bowls** – Ian Stimpson has confirmed there has been no response from anyone offering to take over as leader for this group, so it looks as though it will fold.

**Creative Writing** – Rod confirmed this has now been added to Beacon.

**Double Entries** – Linda and Liz will be **planning how to work** on this later this week.

**Deletions** – Margaret has deleted the necessary Groups. Rod pointed out that Beacon needs some updating, e.g. a member is still shown as being in the Healthy Eating group.

**Item 6 – Car Stickers** – Rod has a supply of these and will give some to Committee members to distribute.

**Item 9** – Liz said previously that she was happy to train someone up and Rod asked if anyone is interested. Richard has offered.

**Item 10 - Reduced fees for Members on benefits** – Rod feels that too many issues could arise if this went ahead.

4. **Co-opted member** – Marie has agreed to stay on as a Co-opted member this year.
5. **AGM Feedback** – Linda and Liz will have to be replaced on the Committee in summer 2022. Janet and Sue's three years as Business Secretary and Treasurer respectively will also end at that time. Rod informed us that there is some flexibility to extend the period that Committee members serve if necessary, but we are not going to make this public knowledge as we want to encourage new members to join the Committee.
6. **National Office** – Janet informed us that we will be voting for Liz Thackray as Chair, Sue Southwell for Vice Chair and Derek Harwood as Treasurer. The National AGM will be held on 26<sup>th</sup> August 2021 and members can attend and vote in person or online. **Resolutions** – Nothing controversial, Janet has looked at them and it is all straightforward this year. Liz has offered to attend on our behalf. Janet has sent our new Constitution to the National Office and also to the Charity Commission, following its adoption at our AGM. Richard has added the new Constitution to the website.

- Trustee Induction** – Janet has created a new induction checklist for trustees, including hyperlinks, which she will send out to all trustees as a refresher exercise. Janice went through the checklist with Janet last Friday. Richard has saved this under Trustee Training in the committee papers section on the website.

Janice has signed up for several training courses.

**Trustee Eligibility Form** - It is considered good practice for all trustees to sign a form, produced by the Charity Commission, confirming that they remain eligible to be a Trustee. Janet will ensure this is carried out and keep the forms centrally. Janice has signed up for several training courses.

- Treasurer's Report** – Sue has posted the accounts and report up until the end of June. At this date we have approximately £34,000 in the accounts but since then we have spent roughly £650. We are expecting higher bills during the summer as members make the most of groups that they have missed over the year. Sue said she had opened a new account for Joyce's Activity Group but she is still waiting for Lloyd's to finish setting this up. Joyce is finding this very helpful. Our Gift Aid has gone down significantly as the fees were greatly reduced this year, but this will improve again in 2021/22.

Margaret has had a meeting with Gill who confirmed there was a Wi-fi problem which should be improved shortly.

Sue is concerned that groups may be moving to more expensive venues and she explained why she is not happy about block bookings at Christ Church. Christ Church have been changing rooms for groups in light of COVID. The Environment and Us group has however found a cheaper venue which Sue was pleased about.

Rod said that compared to some other u3as we are in a strong position, but this has usually resulted from how these other u3as are funded: they charge a small annual fee and group members pay for activities as they go along. Both Marie and Margaret pointed out that our u3a tried this plan of action in the past and it caused a lot of problems, which Sue also felt would be very difficult to control. This is something that maybe could be looked at again in the future.

Linda said a big thank you ought to be said to Sue for all her hard work keeping us afloat over this difficult time. Sue added that we should thank our venues who have been very fair to us during COVID.

- Members – Renewal initiatives** – Rod would like to say to anyone who is not a current member that if they want to join from now instead of waiting until September they can. It may mean getting the benefit of 13 months' membership for the £40 fee. All Committee members agreed to this.

**Next new members' meeting** – Rod said another one should be held after the Meet and Greet day.

**Year Book** – Rod is progressing with this.

**Picnics** – There has been a positive response to these, 28 for Stratton Park and 29 Popley Fields so far.

**Members with mobility issues that affect other members** – Rod said he had been approached by three group leaders independently who have

concerns about one of our members who has mobility and other issues. He said that the matter would have to be dealt with tactfully and Janet suggested that it might be worthwhile for us to look at the National Guidelines re diversity and disability. A discussion took place concerning safeguarding and health and safety issues. Committee members with personal experience of the member concerned felt the best way forward was for Rod and Margaret to arrange a meeting with this lady, and her carer, for a coffee somewhere local and talk through the various issues.

- 10. Meet and Greet day** – Linda and Joan have been to Queen Mary's to refresh their memory of the venue. Queen Mary's will provide Joan with room dimensions so that she can plan her layout. There is a bar area with an urn, which we can use for refreshments. There was a discussion regarding the use of cups and saucers and it was decided to use some of Queen Mary's supply but also encourage members to bring their own mugs due to COVID concerns. We can judge by the response what to do regarding this issue in the future. There is a basin so we can wash up. At present there isn't a tea rota, so Committee members will do this on this occasion and we can take it from there.

Linda confirmed that she has booked up until December but no further. We will have to be in the Central Studio for the December meeting, but this can be altered to accommodate our needs. 130 members will be able to attend.

- 11. Sub-committees – Future membership funding (new)** – Rod asked if we want to carry out a review of how our u3a is funded: for example, a fixed fee once a year, or as some other u3as work with charging a lower flat fee plus fees for groups. Richard asked if it was possible to stagger the annual fee payments. Rod said that if a member was in financial difficulties, we could consider this, but overall he didn't feel it was appropriate. Margaret felt it was a non-starter.

Strings and Things want to hold more frequent practice sessions and Liz asked how we would fund this. The cost would be £30 each time.

After some discussion it was decided to review the issue of funding with a sub-committee. The sub-committee will be Sue, Liz, Marie and Margaret, with the aim of implementing any changes in the 2022/23 year. Rod asked if it would be helpful if he contacted the National u3a for guidance on this but Margaret felt not at the moment, though it may be helpful in the future.

Liz asked what should happen in the meantime and Sue said that members should pay termly upfront.

**Groups** – the Sub-Committee for this has finished.

**Venues** – Richard confirmed this is very up in the air at the moment as COVID guidelines have changed. He needs to re-connect with venues to see what their rulings are, which he will do very soon. Margaret said there are too many hurdles to jump to use Sherfield Park, but she is looking at other options, one being the Pavilion at Old Basing. Some venues have asked for a qualified first aider to be present: we should consider the advisability of having one, particularly at the monthly meeting. Training would be needed.

**Marketing** – Guy Caplin has put together an excellent video, just over one minute long, to promote our u3a. Rod felt we should try to track down all the members shown on the video to check they were happy to be included – the video can be re-edited if necessary. Margaret said group leaders should have been forewarned of this, as a lot of them had no idea this was being done and when they were contacted thought it was a scam. Janice suggested a tick box be put on the new members' form asking for their permission to be used in any future marketing and this was thought to be a good idea.

Copies of an A4 poster promoting our Meet and Greet day, and copies of an A5 leaflet promoting our u3a and the Meet and Greet day, will soon be printed. Once the Meet and Greet day has passed, the leaflet will be suitably adapted for use in the future. The Meet and Greet day will be promoted on Facebook and we will be using our £75 grant from National Office to pay for this.

- 12. AOB – Succession Planning** - Janice will train to take over from Linda as Membership Secretary in summer 2022. **New Groups** – Margaret informed us that a member is looking to start a new group, Mini Golf, at Sherfield. The cost would be £5, which Margaret thinks would be per individual player. It would only take place during term time. This is something to consider later. Also, there is the possibility of a Smartphone Camera Group, though this could be included as just a couple of training sessions within the Camera Group. Margaret knows a professional photographer based in London who could possibly do Zoom sessions. Rod suggested that maybe she could do a talk and show photographs at a monthly meeting, but Margaret felt this might be too expensive. **DVD Player** – Margaret said that before COVID we had agreed that we would buy a new DVD player for the Film Group and asked if this was still okay. Rod said he had a portable DVD player that he would be happy to donate if it was suitable, so it was agreed that the group could try that and take it from there. **Zoom Accounts** – One of our Zoom accounts will expire in August and Margaret wanted to know if she should renew this. It was agreed that she should and Margaret will inform Sue of the cost when she gets the email. **New COVID Advice** – Richard advised that National Office has provided new COVID advice whereby Risk Assessments have to be done for all venues and shared with the Committee before attending a group meeting. Margaret will email the Group Leaders. **Job Descriptions** – Janet has redone the job descriptions which she will send out to the Committee and they will go on the website.

- 13. Date of Next Meeting** – Tuesday 31<sup>st</sup> August 2021 9.30 a.m – 12.00

**Actions: Double entries on Beacon** – Linda and Liz to do

**Car stickers** – Rod to give to Committee members for distribution

**Trustee Eligibility Forms** – Janet to get signed by Committee

**Year Book** – Rod to complete

**Mobility issue** – Rod and Margaret to arrange to meet up

**Strings and Things** – Sue, Liz, Marie and Margaret to meet up

**Venues** – Richard to re-connect with venues

**New member Forms** – Rod to add a tick box for permission to use in promoting U3a

**Smartphone Camera Group** – Margaret to ask if the photographer would do a Zoom or monthly meeting

**Zoom Renewal** – Margaret to advise Sue of the cost