

## **Minutes of Zoom Committee Meeting held on 27 January 2021 at 10am**

Attending: Jenny Crump (Chair)  
Val Egerton  
Marian Corbishley  
Roy Scott  
Helen Wainwright  
Marj Povey  
Trish Boit  
Chris Beesley  
Walt Jaggi  
Michael Prince  
Ann Mundy  
Richard Moore

Apologies: Alan Mendelson  
Dawn Maley

### **1. Minutes of previous meeting from 9 Dec 2020**

Accepted as a true and accurate record

### **2. Matters Arising**

Item 5: membership renewals – the relevant lists have been sent to the people requested

### **3 Zoom licence**

Virtual meetings run by Steven Booth are progressing well.

### **4 Letter to members**

Ann was thanked for sending out the letter to members clarifying the committees decision to suspend membership renewals for 2021 and the magazine

### **5 Executive reports**

#### **5.1 *Group Coordinator's report***

"I contacted all the Group Leaders before Christmas with greetings and I mentioned that I was keeping in touch with venues, particularly the Guild Hall, and how we were looking forward to being able to meet again.

I asked them to let me know if they felt that they would not want to meet on the same day, time and place. Otherwise, when the time came, I would work on the existing programme. A few people contacted me and said they were happy with the current arrangements. Some did say they would not be holding face-to-face meetings until the vaccine was up and running.

Ukulele, French, and Spanish are running groups via Zoom themselves. Steven Booth has organised zoom groups for Bridge, Singing for the Untuned, reading for Pleasure; Architecture and Family History. He has also organised quizzes. I offered (as agreed by the Committee) to take on the

organising of the programme if he wished, but he was happy to do it. I would have needed instruction! The Italian group are in touch via emails.

Lynn Smith, who runs Computer Basic, has indicated that she wishes to finish after doing it for 10 years. Cedric and Jean Wilkinson, who have been running the Country Dancing for 19 years, will not be continuing. Chris B. is very busy trying to sort out a successor.

No-one else has indicated they wish to finish and I would not ask them!

The Group Leaders who finished last year are Viv Cowie (Art Club); Chris Higgs (Writing for Pleasure Group 1); Alan Webster (Model Makers); Peter Lamb (Adobe photoshop), and Alan Mendolson (Short Walks). They have not yet been acknowledged which would have happened at the Group Leaders' Meeting.

We have had a meeting with the Guild Hall and I am to send them a copy of our programme of groups which meet at the Guild Hall”.

It was agreed Viv Cowie, Peter Lamb, Chris Higgs should receive a cheque for £30 because they have stepped down as Group Leaders. Ann will post them a cheque. Helen will provide their addresses.

**Action: Ann, Helen and Marion**

## **5.2 Membership Secretary's report**

It was agreed that anyone wanting to join the U3A should join for free for 2021. Alan to be contacted. Information about this to be added to enews.

**Action: Marj**

## **5.3 Treasurer's report**

The accounts had been circulated prior to the meeting. On line banking will be looked into once it becomes easier to communicate with the bank.

There will be a small amount of income from Gift Aid on membership subscriptions paid at the beginning of 2020.

We will approach the Third Age Trust to enquire as to their plans for charging membership in 2021. The Cheadle U3A free year will start January 2021 to January 2022. Membership renewal will start on 1<sup>st</sup> November 2021.

## **5.4 Distribution Co-ordinator's report**

“Re: Item 5, meeting of Dec 9th 2020

The list of members who either do not have email facilities or who have not provided email addresses was emailed to Ann shortly after the meeting closed on December the 9th 2020. To comply with GDPR it was sent as an encrypted Excel file.

Members' choice to receive 'Third Age Matters'

It has been decided that members should have this choice from now on, at a cost of £3.10 a year in addition to their normal £10 renewals.

The software required to generate the postal circulation list in the special format required by the u3a printing facility has now been modified to allow this choice. After a bit of a struggle due to Covid-19 rules it has been installed on the Membership Secretary's dedicated laptop. The Access database has also received a very minor modification.

A committee decision is required concerning the Complimentary Members before the modifications to The Manual reflecting these changes can be completed.

The Guidelines for Members handbook, the Group Leaders Handbook, and the Committee Handbook may also require slight changes”.

### **5.5 Health and Safety Advisor’s report**

When activities resume a priority should be to remove all our equipment from under the stage in the Guild Hall.

### **5.6 Web master’s report**

“In preparation for the Virtual Committee Meeting next week I thought it was more efficient to submit a written report ahead of the meeting.

In a previous update on this subject I touched on the cost of our current Web Hosting Provider and suggested that the site be migrated to more cost effective platform including the Third Age Trust SiteBuilder which is free but relatively basic. 80% of our committee members advised me that they would prefer to keep the current Website Format and pay the Hosting Charges rather than take advantage of the free offering by TAT.

Our current Web Host is IONOS and our contract expires on 27<sup>th</sup> February 2021. I am now preparing to move the site during February to the new webhost provider, FASTHOSTS. The cost on the new platform will be around £90 for the year as opposed to nearly £300 with IONOS the current provider. In addition there are the domain renewal costs of approx. £20 for 2 years.

During the migration process there are likely to be some days when the site will be unavailable. The same goes for the @chedaleu3a.org email services. There is one email address especially, [steven.booth@chedaleu3a.org](mailto:steven.booth@chedaleu3a.org) (Zoom Presentations), which has quite a bit of traffic and I will advise Steven Booth separately. At the moment traffic on our website is very light indeed and its actually the best time to carry out the migration.

I will try to circulate the membership and alert them that the website is under (re)construction for a short while. I will also advise Helen Wainwright when I start the migration process so that she can advise the Group Leaders separately.

Marj will send Roy and Walt her ideas for updating the front end of the web site, particularly to ensure that new members are captured in the system.

**Action: Marj**

### **6 Third Age matters Magazine**

Complementary members will need to pay for the magazine. This wasn’t clear in the letter that went out. A reminder and clarification will be added to e-news

**Action: Roy**

### **7 Meeting with the Guild Hall**

The Guild hall committee had indicated that they would like a contribution towards storing our equipment. The Guild Hall is an important venue for us and the general principle would be that we would support them. It was agreed to ask the Guild hall how much they would expect as a

contribution and what their other users who store equipment are paying. It was agreed that £10 a month would be a reasonable amount.

**Action: Roy, Jenny & Helen**

## **8 Proposed Community Hub**

Jenny and Helen attended a meeting in Cheadle of various groups the aim was to co-ordinate activities. No decisions were reached.

There will be a further meeting.

## **9 Safeguarding**

Our Safeguarding Policy is due for review this year. Clarity regarding accessibility to activities needs to be addressed.

**Action: Marj**

## **10 ANY OTHER BUSINESS**

10.1 Dawn had expressed concern over obituaries circulated in e-news . Roy explained that the members relatives had requested these to be issued.

It was agreed that Dawn and Roy should liaise but that the committee had no objection to adding news of deceased members to enews.

10.2 Chris requested a copy of the Country Dancing Group register

**Action: Jenny**

10.3 The cost of Beacon introduction would be £900. It was decided to delay this decision.

## **8 DATE OF NEXT MEETING**

**Weds 17 February 2021**

**Action: Jenny**