

**Minutes of Management Committee Meeting.
Wednesday October 7th at 2.00pm**

1. **Present:** Liz Walker (Chair), John Entwistle (Vice-Chair), Linda Wilson (Business Secretary), Roger Keeling (Treasurer), Gill Needham (Membership Secretary), Hilary Essen (Groups Liaison Officer), Tracy Sims (Publicity Officer), Lesley Shawe (Coffee Morning Officer), Sybil Dunn, Nick Bristow
2. **Apologies:** Martin Eyre
The Management Committee would like to thank Martin for his considerable contribution to Matlock Area u3a from its inauguration to the present time and wish him all the best for the future.
3. **Minutes of the Meeting held on August 5th 2020:** were approved and accepted as a true record of the meeting
4. **Matters arising from those Minutes:**
 - a. Charity Commission and Trustee Forms: all the relevant personal details of the new Trustees have now been inputted online to the Charity Commission. National Insurance numbers are NOT required, therefore all forms with personal details have now been shredded.
 - b. NatWest signatories: all are now done. Roger has submitted all details to request Online business and received a receipt. However, the Bank has not yet processed the details. Roger to confirm.
 - c. Gift Aid: As Martin will be leaving the Committee, his role in dealing with Gift Aid will need to be filled.
5. **Reports:**
 - a. Treasurer: (See sent report). Obviously there has been little expenditure during the last 6 months and the finances remain healthy. The National u3a has voted to increase the Capitation Fee to £4 **from April 2022.**
Membership Fee 2021: Roger provided a useful guide in relation to the effect of different membership fee options. A discussion followed:
 1. A 3 or 6 month delay in collection of the subscription was discounted, mainly due to the collection date not matching with expenditure.
 2. A free year was eventually discounted on the basis of members taking ownership and being able to ascertain accurate membership numbers.
 3. By a majority vote the Committee agreed to a 50% reduction in membership fees for 2021 only = £5 to be paid in January; **Associate fee of £3.75 and NO reduction for new members joining after October**The Chair asked Roger to explain the £3.10 subscription cost for TAM magazine. There are currently 450 subscribers to a hardcopy of the magazine. It was suggested that we try to encourage members to subscribe to the online version in order to reduce some expenditure.
 - b. Membership Secretary:
Current total membership - 681, 2 up from August
Full - 610 (1 up from August) / Associate - 71 (1 up from August)
New members this year to date - 53
1 member has resigned
No change in the number of members not providing an e-mail address - 32 members (just less than 5%)
Current membership consists of 34% men and 66% women - again no change from the previous report

- c. Groups Liaison Officer: (See Report) Hilary reported that she is trying to keep as many groups going as possible within the guidelines
 - 1. Current status of groups: there are 51; 30 of these are active using either Zoom, email, meeting outside or meeting in Community Halls; 6 are still thinking
 - 2. The Committee gave approval to financially subsidise groups should they ask for support.
 - 3. The New Ideas sub-group will investigate cross-group activities, e.g. Climate Change & Local Shops surveys; online activities , e.g. Singing/Choir groups with other u3a's, and how any members can get involved.
 - 4. Hilary requested additional help and support with her role as it is becoming quite demanding. She suggested someone could take over new groups. The Chair recommended that this be done after the membership survey has been completed (see Point 6.3)
 - 5. Lesley asked if it was possible to have a Coordinators meeting in order to share ideas and thoughts going forward. The Committee agreed this would be a good idea and will need to be planned for sometime in **the next month. Provisional date of 30th October.**
- d. Coffee Mornings: still in abeyance due to the current guidelines
- e. Publicity: Tracy reported that she is not planning to produce a full colour brochure for next year's AGM. A link to the new u3a Branding promotional materials has been received. U3a's will need to either print everything themselves or pay to have larger items or large quantities printed (the 'free service' at Head Office has been withdrawn)
- f. Beacon: Just to clarify that information going out to members via Beacon should only be matters concerning Matlock Area u3a. Facebook or the Website may be a useful media tool to circulate other information.
- g. Website:
 - 1. Lines of communication: Hilary has forwarded a comprehensive spreadsheet indicating which relevant person could potentially take responsibility of a specific area of the website. Discussion is pending a Zoom meeting with the webteam
 - 2. It was established that Coordinators do have their own web page and will be asked to update and amend it.
 - 3. Photos can be used on the website.

6. New Ideas Sub-Group Report: (See Report)

Tracy reported on the sub-group's meetings and ideas/thoughts that they produced and the Actions taken to date. The Chair responded by acknowledging the importance of a members' survey going forward into next year and the use of social media and other online options as a means to attract new and younger members.

Committee approval for the following actions was sought and given:

- 1. A member of the subgroup to continue to represent Matlock Area u3a on the National Recruitment Initiative Group
- 2. The sub-group continue to work with the webteam to establish roles and responsibilities and how to make it more relevant and up to date for members
- 3. For the sub-group to communicate directly with members to assess their appetite for change; in the first instance this is likely to be a survey
- 4. That Matlock Area u3a register with the National u3a in respect of accessing Microsoft Office Software at a reduced rate

7. Guidance Update from Third Age Trust (TAT): Lesley asked if we could clarify the current guidance regarding Covid-19 in relation to our group activities.

It is up to individual organisations to set the number of people allowed indoors, and this will depend on the type of organisation. Social / arts / sports activities have slightly different rules and can lead to a lot of confusion.

TAT has stated that if 2 groups of 6 are meeting indoors, they must be completely separate and retain social distancing.

There are 2 considerations for u3a groups:

1. Our age cohort
 2. Activities MUST be risk assessed, otherwise u3a insurance does not cover the group
- NB. Church buildings must have a deep clean after each activity

The Matlock Area u3a Management Committee would like to state the following instructions regarding indoor group activities until further notice:

The rule of 6 applies - provided that

- there is sufficient space to allow social distancing
- the premises must demonstrate meeting Covid-19 secure guidelines (hand sanitisers/cleaned between use etc.)
- the Co-ordinator supplies a written risk assessment

8. AGM 2021: Provisional date: Monday 19th April 2021

9. AOB:

- a. National U3A Day 2021 - Wednesday 2nd June
- b. Would the Committee consider the purchase of Zoom Pro? To be considered within the New Ideas sub-group
- c. Would the Committee need to appoint a new member, as Martin will be leaving?
Martin was a co-opted member. Regarding the numbers on the Committee - it shall consist of no more than 12 members and can in addition have 2 co-opted members. We currently have 10 members and none co-opted.

10. Date of Next meeting: Wednesday 2nd December at 2pm.