

CHRISTCHURCH U3A COMMITTEE  
**Minutes of online meeting 17 July 2020, 10.30**

Host: Ron Watson

1. Present: John Wingfield (Chair), Dee Collins (Asst Prog. Coord'r) (*Part-time*), Jill Dale (Groups Coord'r), John Fairbairn (New Membs. Cont.), Judy Hall (Venues Sec'y), Helen Heatley (Prog. Coord'r), Eileen Lancaster (Joint Memb'p Sec'y), Kathleen Smith (Joint Memb'p Sec'y), Ron Watson (Active News Ed.), Keith Weston (Treasurer)

Apologies: Dee Collins, Janice Miller (V. Brass)

John Fairbairn took minutes.

2. Minutes of online meeting 18 June 2020: accepted

3. Matters Arising: none

4. Actions:

(5.2) JW said that Epicentre work by Bob Foster is nearly finished. Screens are sold out, so he will order them: two are needed (1 for office, 1 for meeting room). **Action: JW**

5. Chair's Report

5.1 DC has taken over as Epicentre Manager. Sally Ward has thanked for the gift voucher.

5.2 Epicentre: new heaters (+ timers?) needed. Electrician to be consulted. **Action: JW**

5.3 Risk assessments (r.a.) are needed for venues & for groups, for insurance validity.

National U3A has r.a. template on website. Outdoor groups must fill in r.a. form and return it to JD. HH will email GLs and include appropriate link, or attach the document. **Action: HH.**

6. Treasurer's Report

6.1 Natwest Bankline system: application has been digitally signed by 4 signatories. Further details awaited from Natwest.

6.2 KW has received a scam request for money.

7. New Members Contact's Report

JF said nothing to report.

8. Membership Secretary's Report

EL said nothing substantial to report. We are losing people, not gaining them.

9. Programme Co-ordinator's Report

HH drew attention to spreadsheet issued, showing possible group start dates: either

September, or January, or according to government or professional body guidance. KS will monitor national badminton guidance, & RW will do so for table tennis. **Action: KS & RW.**

Main problem is restriction on number of people meeting. Risk assessments needed (see 5.3 above). Possible subs: £35 for Sept. start; £30 for Jan. start; full subs for new members.

Members' Survey: paper returns gave similar responses to online results. HH will contact GLs re groups max. nos. & suggested start dates. **Action: HH.**

10. Assistant Programme Co-ordinator's Report: none.

11. Group Co-ordinator's Report

JD said she is pleased that Dee Collins has agreed to be the Epicentre Manager. Janice Russell-Taylor has passed on all needed paperwork.

12. Venues Secretary's Report

JH said nothing substantial to report.

13. Active News Editor's Report

13.1 Current issue has been well-received. Next issue is  $\frac{3}{4}$  ready, to be issued in September.

13.2 Membership application form is already full, so to add more to it will mean deleting or shortening some items. RW suggested removing the Insurance Waiver information and the Privacy Statement, as these are on the website; but non-internet users must be considered.

13.3 RW proposed refurbishment of Epicentre laptop, by "Rapid PC", cost £150. Committee agreed. **Action: RW.**

14. Vintage Brass Report

Message from JM: Vintage Brass is not meeting until after December.

15. A.O.B.

15.1 JF asked about AGM (due November 9). JW said that, by National U3A edict, AGMs are defunct this year; but accounts and other reports will need to be produced as usual.

15.2 DC appeared & said a quote has been obtained for new roller blinds for Epicentre: £405 (incl. fitting) from J.T.Blinds Ltd. Committee agreed. **Action: DC.**

15.3 A "Chairman's Update", explaining our situation re planning programme, will be written by JW/HH/JD, and emailed to members & put on Epicentre noticeboard. **Action: JW/HH/JD.**

16. D.O.N.M.

Next meeting (Zoom) Friday 28 August, 10.30. Host = RW.

Decisions will be needed then re (a) Programme, and (b) Monthly meetings.

Meeting closed at 11.28