**Basingstoke – Old Basing U3A Committee Meeting**

**Thursday 3rd September 2020**

**Via Zoom**

**Attending: Rod Marshall, Janet & Richard Field, Margaret Hayes, Liz Horner,**

**Linda Wain, Madeline Hussey, Marie White, Ian Stimpson**

1. **Apologies for Absence:** Sue Seamour
2. **Approval of Minutes 4th August 2020:** The Minutes were approved and will be signed at a later date.
3. **Open Actions:** Richard confirmed that some Risk Assessments have been put on the website but the COVID one still needs to be added.
4. **Finance Update:** Due to illness Sue was not able to attend the meeting so an update was not available but nothing much has changed since the AGM. Rod noted that the Financial Report showed no costs for mailing since the start of June and asked what is being sent to members to keep them updated if they are not using the internet. Margaret said that Group Leaders are keeping in touch with Members and Liz confirmed that only 18 Members are not on the internet but most have partners who are. Madeline felt that these Members are important to our U3A and we should keep in touch with them. Liz will ascertain the exact numbers involved and Janet said she would be happy to send out a copy of the Newsletter together with a shortened version of the National Newsletter to these Members.
5. **New Groups:**  Margaret reported as follows.

Ballroom Dancing – Mary is going to give up Ballroom Dancing but the co-leader is happy to continue in the short term.

Latin – This is not going ahead at the present time but Margaret feels this could be due to lack of knowledge when using Zoom and will contact the Group Leader to offer guidance in this respect in the hope that Latin will be able to start again.

Calligraphy Group – St Mary’s are opening their room and, as long as Risk Assessments are completed, this will start.

French Beginners Group – Only 3 people have signed up for this. Margaret was asked if they can meet in a private house which she felt they could as the room which will be used is bigger than the usual venue, but no more than the 3 Members are to attend.

Beginners Bridge – This is underway.

Gardening Group – This has proved very popular and has started.

Creative Writing – This is due to start.

Philosophy – Members are showing an interest and Barbara Robson has offered to lead this Group.

Margaret asked for Risk Assessment Forms to be put on the website so that she can point Members in the right direction. Richard informed the Committee that the Newsletter is proving a success with Members asking about joining Groups.

1. **U3A Recruitment Campaign Project:** Following Rod’s communication about this Project he asked the Committee for their thoughts on supporting this. Madeline had already emailed Rod giving her support. Marie felt that our U3A is ahead on this and it was agreed that we would give our support.
2. **Marketing and Inclusivity Update:** Madeline had spoken to Jenny Teagle (Fleet U3A) about the Open Day and the general feeling at Central Office is that diversity will be a big focus. We should think about diversifying groups in areas such as music, dancing and food. We should also make sure the website is as accessible as possible. Madeline felt that our Marketing Group should concentrate on this.

Linda asked for ideas from the Committee for inclusion in the October editions of the local magazines. Richard suggested using our Newsletter but Madeline felt that we should include something from the Groups as this is the mainstay of the U3A. Richard then suggested that we approach the Cycling Group as they have their own website. Margaret pointed out that we have to be careful as, due to COVID, numbers have to be limited and if we get an influx of interest it could cause a problem as we don’t want to turn Members away when they show an interest in a Group. She thought it might be better to approach Groups that are using Zoom.

Janet suggested we obtain sound bites from our U3A Members stating their experience with the U3A. Margaret wondered whether the new Creative Writing Group might like to put something together. Richard said that Joyce would be a good Leader to ask as she would have a lot of interesting items from holidays and trips. Linda requested some photographs.

1. **Communication:** Rod feels that communication between the Committee could be improved. He suggested that emails are only sent to the committee Members concerned with any particular issue. Richard said that the Newsletter is stirring up a lot of interest and Janet feels that it helps for Members to get to know the Committee and makes them feel that we care.

Rod said a few problems had emerged with the website in the last couple of days which are not of our making and he is trying to sort these out with our provider. Linda reported that a membership application had been made via the website but could not be sent. Rod explained that the form should be downloaded and completed then sent.

**Rod admitted Ian to the meeting**

1. **New Subcommittees:** Rod asked for the Committee’s view as to whether subcommittees would be helpful in areas such as the following:
* Full overview of what our U3A offers
* More support of Group Leaders and encouraging new Groups
* What happens if we are still in lockdown in January 2021

Richard thought that the full overview would be the best place to start and then the other subcommittees could be arranged from that point. Madeline suggested that Margaret should be a priority as the Groups are the basis of the U3A. Margaret said she would welcome help as a lot of what needs to be done is very time consuming. Janet suggested an IT subcommittee would be beneficial to back Liz up. Peter Hall has shown interest and may be helpful but Liz felt that this may not be appropriate. The following subcommittees were agreed:

* Groups and Group Leaders support (title to be agreed) - Margaret, Janet and Marie. Janet will come up with a pro forma for terms of reference.
* What happens if we are still in lockdown in January 2021 – Rod, Linda and Sue.

Rod asked if we need to set up a Working Party to look into what we are offering but Richard felt this could be covered by the first subcommittee above and Margaret agreed. Linda raised the question as to whether we should ask non-committee Members for assistance, as there are many with different abilities. Rod said that if any sub-committee felt an extra non-committee Member could be useful then just ask them.

1. **Monthly Meeting Webinars:** Linda has been viewing some of the webinars and has requested that the Committee take some time to view them as well. She has sent out the link but will send it again and asks if the Committee will give feedback on them. It was decided that we will use the £50 package for the time being and may review this when we can ascertain how popular it is with Members. The October webinar will be about Queen Victoria which Linda felt was very good. Janet asked if we can get an idea of the number of Members who watch the webinar. Linda will find out if we can get accurate numbers for our meeting and report back. Linda has volunteered to do the next Newsletter and will promote the webinars. Marie asked if it is possible to network with other local U3As. Linda will look into this.
2. **Groups Not Active:** This is being dealt with by Margaret.
3. **New Members and Admin:** Linda asked if we need membership cards for new Members at the present time. It was felt we probably did not but this may need to be kept under review.
4. **Beacon Update:** Liz said this is moving forward again and something may be available by Christmas.
5. **Newsletter Rota:** The following rota was agreed for the next 3 newsletters:

Mid-September - Linda

End of September - Margaret

Mid-October - Madeline, with support from Richard

1. **National AGM 29th September 2020:** Rod will be attending and will report back. We voted for Susie Berry as our Regional Representative, with Rod having the casting vote.
2. **Future Meetings:** Rod asked for views on how regularly the Committee should meet. It was felt that we should continue to meet more frequently than used to be the case, at least so long s lockdown continues, and the general feeling was that as we are using Zoom, meetings are not a problem. It was agreed to hold the next Committee meeting on Thursday 15th October 2020 at 1.30 p.m.
3. **Any Other Business:** Rod read out a local Chairman’s Meeting Report. He also suggested that the Language Groups could consider contacting U3As groups abroad who were trying to learn or improve their English with a view to conversing via Zoom in each other’s language, which the Committee thought was a good idea.

TAMs – Marie informed us that TAM is now being published. Individuals are not allowed to buy copies of TAMs, they can only be purchased through a U3A. TAM is available online but several of our Members like to have a hard copy. Marie asked Rod if he could raise this at the National AGM and Rod agreed that he would if he had the opportunity to do so.

**Actions:**

**Add Covid Risk Assessment Forms to website** – Richard & Rod

**Networking with other local U3As** – Linda

**Obtaining number of members watching webinar** – Linda

**Viewing webinars** – All Committee Members

**Sub-committee Terms of reference pro forma to be produced and passed to Madeline and Margaret** - Janet

**List of non-email members to be produced** - Liz and Janet

**New Groups and Group Leaders support subcommittee to be convened (and a title agreed)** - Margaret

**Longer term Covid implications working party to be convened** - Rod

**Date of next Meeting; Thursday 15th October 2020 @ 13.30 - 16.00**

Minutes taken by Brenda Austin