



Malvern Branch

Charity Reference number: 1069591

Minutes of Online meeting of Trustees: 2.30 p.m. Tuesday 02/03/2021

Trustees: Peter Corfield (PC); William [Bill] Culshaw {Chair} (BC); Tessa Hartog (TH); Roger Hunt (RH); Brenda Johnson (BJ); David Oliver (DO); Richard Phillips (RP); John Price (JP); Linda Scott (LS); David Street (DS); Jeff Thorogood (JT).

Retired Trustee in attendance at invitation of the Chair: John Elkington (JE)

1: Apologies: None

Welcome: The Chair welcomed the 2021 Trustees and particularly Peter Corfield as a returning Trustee.

2: Minutes of the e-meeting, Friday 8/1/21, previously circulated.

Approved with Amendment to Item 3 to read:- ... 'checked and approved by the Examiner.'

3: Review of Trustees:

The Chair queried whether all roles were clear. Noted that Sue Lamberton had overseen a simplification of the role descriptions. RP agreed to search these out from the secretarial file and to circulate. PC noted that his role description had appeared in the AGM web-material. **RP**

Terms of Office: RP noted that initial dates for Trustee service are reported on the Charity Commission (CC) website and agreed to supply these with the minutes*:

The Chair questioned whether further trustees might be co-opted. TH believed that 4 Trustees were due to fulfil their five year terms in November. Agreed that some coopting to shadow roles would be advisable. PC to canvas group leaders during liaison with group leaders in the coming weeks.

Vice-Chair: Brief discussion whether such a role is useful: BC, RP to review. **RP**

Links to Local U3As. BC agreed to e-attend the West Midland Conference 9 March, RP the Cotswold Link 24 March. **BC, RP**

4: Review of the e-AGM.

Thanks expressed to RH and JE: Agreement that all went very successfully.

Officer changes sent to National Office: Officer and Trustee changes to Charity Commission.

Notification of Constitution amendment sent to Sam Mauger, National Office.

Noted that Charity Commission website has no record of the 2018 Constitution. Long-serving Trustees opined that the change had been due to be notified to the Charity Commission by National Office. RP to pursue with National Office. **RP**

5: Membership numbers:

1170 (from 1740) have re-registered so far, with 28 new: 59 replies from 131 non-email members. DO noted that 31/03/2021 will be the date used for capitation this year by National Office.

Agreed to remind non-registrants again in the April Bulletin.

The Chair noted that some recruitment initiatives likely by National & Regional U3As after April.

6: Financial Review:

Document on current financial information circulated pre-meeting. No sub income this year. Capitation fee to National Office to be confirmed after 31/3 (between £4500 and £5000).

New Signatories: DO/RP full powers, TH/BJ restricted powers: RH has signature forms: Agreed that the Chair should also be a signatory, when this can be arranged. **BC, DO**

Former signatories: DO continues to struggle with Lloyds to remove up to 5 previous signatories.

Outpayments: Currently only by cheque, not by BACS payments.

Subscriptions: Anticipated to be reinstated from September 2021. No urgency yet to announce a starting date to accept subs. Usually received as cheques or Paypal transfers: small amounts in cash at past Group Fairs.

Equipment: This is usually written off in the year of purchase. An asset list/inventory discussed. PC has a database while JP has a list, but notes that the location of items is often with groups.

Agreed that JP/PC would liaise about a more complete inventory, with assistance from DO about recent purchases, possibly seeking from group leaders details/serial numbers of items held by groups. Noted that the retiring Secretary has a MU3A laptop, for transfer to RP. **JP, PC**

Replacement of Equipment: JP noted that some equipment will need replacing.

Software: For Newsletters TC uses InDesign which has an annual fee. DO has no record of paying. RH pays yearly for Word 365 licence for 5 machines and charges MU3A afterwards.

Web activity: JE noted that no charges now for hosting and mail-chimp.

7: Forward Planning for the remainder of 2021:

Government roadmap not clear on possible outside activities in May, but inside activities only from 21 June at earliest, with no clarity yet on social distancing rules.

Agreed: any reopening to follow government and national body (sports etc.) guidelines.

Agreed after discussion that no indoor MU3A meetings in any hired venues until September 2021.

Notice of this to appear in March Bulletin, with BC/TH to agree on wording. **BC, TH**

Groups Fair: 6 September as proposed provisional date: DS to check with Malvern Theatres and the Dome and to make a provisional booking if this was possible. **DS**

(Dome had the cheaper basic hireage, and offered greater potential space for social distancing, but any catering at the Dome would need to be ordered in). RH/PC raised safety issues and possible reluctance of Members to be in a crowded space, even in September.

Agreed that a full virtual Group Fair was not possible: Nevertheless some groups might not wish to have personnel at a Groups Fair, but would then need to provide enrolment access online.

To be reviewed at our next meeting.

Monthly Speakers: Booked to August. JT to find a speaker for September who would be willing to be either at the Cube or on Zoom, as necessary. **JT**

Directory: RH outlined the regular process to create a Directory, with Group Leaders to confirm details of their proposed groups in June, and moves towards printing thereafter.

Discussion of whether a printed Directory was desirable. Consensus that it was in normal times and probably also this year if the road map allows indoor activities in September. 1700 copies printed in 2019.

PC will discuss with Group Leaders and propose a timetable. **PC**

U3A: June 2 day: BC, RP to liaise as more information available. **BC, RP**

Links to U3A Malvern, Australia for MU3A 25th anniversary: RP to seek to renew the link. **RP**

8: Groups review

Group Leaders e-Forum: PC keen to hold in mid/late April, after phoning leaders. PC keen to structure phone discussions around a fixed set of questions, including likelihood of restarting groups, attitude to a Groups Fair, desire to run in-person meetings or to blend Zoom and in-person or even to hold Zoom-only meetings, etc.. **PC**

Group Leader pack: PC to check whether such a thing exists: Noted that all Trustees must offer support to group leaders.

9: Any other business:

Noted that the new U3A logo (the one without the text, 'University of the Third Age') should be used in all Malvern U3A public documents.

Agreed to alter the website message on no current meetings.

JE

10: Communications:

Confirmed that the next Newsletter would be in April and online only.

Discussion of the value of a printed Newsletter (Autumn 2019 costs: £541 printing 500 copies. Postage £237), and general agreement on its value as a showcase.

Motion: To have 2 annual printed newsletters (Autumn 2021, Spring 2022): Agreed nem. con.

11. Meeting Closure:

** Proposed date for next Trustee meeting: Tuesday 13 April at 2 pm.

Agreed that all happy with the new style of meeting agenda.

Meeting closed at 3.54 pm.

Richard T Phillips

Secretary, Malvern U3A:

email rt.phillips@auckland.ac.nz or secretary@malvernu3a.org.uk : Phone 01684-310019

Minutes approved unchanged at the Trustee meeting 16 April 2021.

* post-meeting, RP reporting the CC data: Trustees since 11/2017: TH, RH, BJ, LS, JT; Trustees since 2018: DO, RP, JP; Trustees since 2019: BC, DS; New 2021 Trustee: PC.

RP also checking the MU3A AGM minutes, which note that TH, BJ, LS, JT were coopted at some point in the 2016-17 year and were first elected by an AGM in 11/2017.