**DRAFT - Oliva U3A Committee Meeting**

**at 10.30am on Thursday 8th April 2021**

**Held online by video Zoom due to Coronavirus restrictions**

1. **Present:**

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| Barry Purvis (BP), | | President |  | Nancy Benn (NB), | Secretary |
| Anja Homburg (AH), | | Vice-President |  | Diana Jameson (DJ) | Treasurer |
| Kelvin Jarman (KJ) | | Group  Co-ordinator |  | John Melville (JM) | Membership Secretary |
|  | |  |  |  |  |
| **In attendance:** | Peter Noyce, potential new committee member | | | |  |

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| 1. **Apologies:** | Gail Spoore;Francoise Moncomble; Steve Hems and Kathleen Maloney. Potential new committee member, Angela Garry, had also been invited to the meeting, but declined to attend. | |
| **Minutes** | | **Actions** |
| 1. **Minutes:**   Of the online meeting held on Thursday 11th March 2021 were agreed as accurate and will be signed by the Secretary. | | **NB** |
| 1. **Matters Arising:**   Barry had contacted all current committee members and had been advised that Julie Hayward and Anthony Saxon would not be seeking re-election. Officers and committee members at the end of their terms are Diana Jameson; Anja Homburg; John Melville and Francoise Moncomble.  Note: following the meeting, Kathleen Maloney had advised that she would not be seeking re-election. | |  |
| 1. **Financial Report:**   Diana had previously circulated the financial report by email and committee members had no queries nor comments at the meeting. | |  |
| 1. **Co-opt Committee members**   At the March meeting, the Almoner Denise Hart, had agreed to join the Committee. All six committee members present approved the co-option onto the Committee of Denise Hart, Peter Noyce and Angela Garry. | |  |
| 1. **Nominations:**   Few nominations for the Committee had been received and none for the role of Treasurer. Barry would be speaking to a potential candidate for Vice President. A reminder notification would be sent to all members emphasising the need for a Treasurer to enable Oliva U3A to continue. | | **BP**  **NB** |
| 1. **Proposed Amendment to the *Additional Policies* document:**   As the Constitution Chapter lV Art 16° *Duration of the mandate in the Committee* does not state whether an Officer or Committee member can be re-elected after three years in a role, the seven committee members present approved the following statement to be added to the Additional Policies document:  *Four positions will be named as Officers - these are as follows: President, Vice President, Treasurer and Secretary. All other positions will be named as Committee Members.*  *Retiring Officers can stand for re-election for a maximum of 3 years in the same post or in an Officer role they have not previously held. They can also be re-elected as a Committee Member for a maximum of 3 years. No Officer or Committee member may serve for more than 6 'consecutive' years service in total on the Committee.*  *In the event that no replacement can be found, an Officer can serve an extra year in the same role, provided they do not exceed 6 years’ service on the Committee.*  *'After a minimum 12 months break from the Committee, an Officer or Committee Member may be re-elected to serve for a maximum of one further year.*  This amendment would be put to members for their approval at the May 2021 AGM. | | **NB** |
| 1. **Obituaries:**   Following the death of a previous member and group leader, friends had asked for an obituary to be posted on the website. This had been done despite the deceased not being a current member. The Committee discussed previous actions (posting on the website for two weeks) and what should be done in the future.  As the website is viewed by the general public (and not necessarily members on a regular basis), it was proposed to include an obituary in the monthly newsletter. From the seven committee members present, five were in favour of this procedure.  Should a specific request from the family (or friends if the family were in agreement) to post an obituary on the website, then six committee members present at the meeting agreed to examine such a request on a case-by-case basis.  The seven committee members present agreed to update point 6 on the Additional Policies document to reflect these decisions. | | **NB** |
| 1. **Groups Restarting:**   Kelvin had emailed group leaders for an update on group activities (e.g. whether groups had continued during lockdown etc), but had received few responses which were shared with the Committee. Some had continued online, but many were not active. | |  |
| 1. **AOB:**   A Spanish speaking volunteer is required to assist with communication and liaison with the Oliva authorities, in particular to ascertain changes to covid regulations, re-opening of meeting rooms and availability to the U3A etc.  As Kathleen was not present at the meeting, Anja offered to speak with her regarding this commitment. Kelvin agreed to contact all Spanish speakers on the volunteer translator list to ascertain their willingness to assist when required.  The date of the online AGM was agreed to be Thursday 27th May at 10.30am, the 4th Thursday of the month when group meetings had traditionally been held.  The next video Committee Meeting is the 2nd Thursday of May, so at 10.30am on the 14th. | | **AH**  **KJ** |

**Signed: Date:**