

**DRAFT - Oliva U3A Committee Meeting
at 10.30am on Thursday 8th July 2021
Held online by video Zoom due to Coronavirus restrictions**

1. Present:

Barry Purvis (BP)	President	Nancy Benn (NB)	Secretary
Steve Hems (SH)	Vice-President	Diana Jameson (DJ)	Treasurer
Angela Garry (AG)	Group Co-ordinator	Peter Noyce (PN)	Webmaster
Beryl Noyce (BN)	Membership Secretary		

2. Apologies: Denise Hart, Julie O'Hagan and Joanne Perez.

Minutes

Actions

3. Minutes:

Of the online meeting held on Thursday 10th June 2021 were agreed as accurate and will be signed by the Secretary.

NB

4. Matters Arising:

Nancy had met with Diana to agree how to save and share essential files with OneDrive, though some syncing issues still need to be resolved. Peter and Angela had been working together to update the website and tighten-up security issues. This is an ongoing process mentioned in more detail later.

5. Financial Report:

Diana had previously circulated the financial report by email and there were no queries.

6. Charities:

In previous years of normal activity and fundraising, €500 had been donated to the two nominated charities together with further funds raised from refreshment and book sales etc. No membership fees had been levied in 2020-21, but €90 had been received from members keen to pay and permission subsequently obtained to donate this money to charity. As the bank balance is still fairly healthy all committee members present on the call **unanimously agreed** to donate a total of €600 to the Franciscan Home for Homeless Men and El Bastidor School.

The Committee discussed charities to support in 2021-22 and the appropriate geographical area from Oliva. Help of Denia had been suggested and all committee members on the call **unanimously approved** this charity. Steve would draft a request in the newsletter for suggestions of one further charity and to include a note of how the charities are supported. A decision would be made at the committee meeting in September.

SH

SH

Steve would continue to volunteer to collect donations of food, toiletries and money for the homeless men as it was members' choice to participate and the collection usually well supported.

7. Group Leader Information Documents:

Angela had revised and amended the GL Q&A document (for members considering becoming a GL) and the Information document (for current GLs). The year needs to state September to August on the Q&A doc and the inventory needs deleting for now, as we've been unable to access the storage room at CPC to ascertain the equipment held there.

AG

Angela plans to organise a GL meeting in the autumn and will remind all GL, who charge for a group and pay an instructor, to submit their finance records to the Treasurer.

AG

8. Website Security Issues:

Peter gave an update on the security of the website, his concern about the vulnerability of member data and his proposal to restrict the back-end access to himself, Angela and Lynne Pilcher. All committee members agreed that this was the best solution until the website could be made more secure.

The Committee also agreed to only list official @u3aoliva.org email addresses (no personal emails) and removing personal phone numbers from the site. Names would be shown as first name and first initial of last name only.

Beryl's phone number would be shared with GLs and GLs would be instructed to obtain an emergency contact number for all their group members. Angela would add this to the group sign-in registration form template.

AG

Pete had now issued all committee members with @u3aoliva.org email addresses, with ComMem1@ etc for non-officer roles.

9. Facebook Group Membership:

Following a request from a non-member to join the Facebook group, **all committee members present agreed** that the group would be for members only and not for others to join, such as suppliers potentially wanting to promote their services. If individuals or businesses wished to offer a discount to U3A members, then they could feature on the members benefit page of the website.

10. AOB:

Due to not having a coordinator and trips currently being on-hold (due to the pandemic), the Travel and Events page had been temporarily removed from the website. Barry suggested liaising with an external agency, or travel agent who provide trips, to negotiate a discount for members, thus avoiding the necessity to organise by the U3A. Steve therefore agreed to meet with Anja (a previous T&E coordinator) to obtain as much background information as possible about how trips were organised.

SH

Denise Hart, the Almoner, needed more volunteers for her database to assist during any emergency experienced by a member. Committee members would contact Denise should they be able to

help and Nancy would ask her to compose a request to be included in the newsletter.

NB

Angela provided an update on the current status of room availability as 10 Group Leaders did require a room for their group. Reservation requests for rooms on certain days/times had been sent to the Pensionistas who in-turn needed to seek approval from the town hall and revert. The Pensionistas will be closed for a month during August – September. It is also hoped that the CPC would be available in September.

A timetable would be issued to GLs as soon as possible but meanwhile, Angela had asked that all GL provide a summary of their expectations for the autumn and activity so-far this year, to be posted on their group website pages.

Re-starting member monthly meetings still depends upon pandemic restrictions for meetings, available rooms and also potential member attendance. This would be addressed in the autumn.

The Committee usually have a break during August, but agreed a short business meeting would be valuable to be followed by lunch on Thursday 12th.

Signed:

Date: