

**Oliva U3A Committee Meeting
at 10.30am on Thursday 21st October 2021
Held on the terrace at the Pensionistas**

1. Present:

Barry Purvis (BP)	President	Nancy Benn (NB)	Secretary
Steve Hems (SH)	Vice-President	Angela Garry (AG)	Group Co-ordinator
Beryl Noyce (BN)	Membership Secretary	Peter Noyce (PN)	Webmaster
Denise Hart (DH)	Almoner	Julie Hayward (JH)	Committee Member

2. Apologies: Julie O'Hagan and Joanne Perez.

Minutes

Actions

3. Minutes:

Of the meeting held on Thursday 9th September 2021 were agreed as accurate and will be signed by the Secretary.

NB

4. Matters Arising:

There were no matters arising.

5. Christmas Dinner Dance

Julie Hayward is a committee member of both Oliva U3A and Gandia Area Social Club (GASC) and had proposed that U3A members be invited to the GASC Christmas Dinner Dance on Thursday 9th December. GASC members receive discounted tickets and this offer would be kindly extended to U3A members.

The extent of U3A involvement was discussed and it was confirmed that GASC would be responsible for event organisation, the booking system and taking payment. All committee members present agreed to accept the GASC offer.

JH would send all relevant information to PN, including the date that the event would be announced to GASC members. PN would liaise with SH to compose details to be sent as a separate email notification to all U3A members and be included in U3A newsletter at the appropriate time.

JH/PN/SH

6. Financial Report:

The finance report had been circulated by email prior to the meeting and there were no queries for the Treasurer.

As MS Office and Google Docs can be used for creating online forms, committee members present agreed that paying an annual subscription to the JotForm application was no longer necessary. NB would ask JO'H to cancel JotForm before it renews again.

NB

Nancy would chase JO'H (and perhaps previous Treasurer, Diana Jameson) regarding copies of the U3A Public Liability insurance policy which is paid each January.

NB

SH reported that his insurance broker provides insurance for other U3As in the local area. The broker was also willing to offer a discount on insurance to U3A members. Committee members present agreed to obtain a quote for Oliva U3A insurance to compare against the current policy. The broker would be invited to have a listing on the members' benefits page of the website.

SH

AG asked, as she was a committee member, if she was able to promote her psychotherapy services at a discount to U3A members on the website benefits page. AG, along with some other committee members, does work part-time as is allowed under the Oliva U3A T&Cs, whilst the Constitution states that members must not profit from being a group instructor. Committee members present agreed there was no conflict and AG was permitted to list her services on the webpage.

The Committee discussed the Oliva U3A Facebook page, which is now only accessible to paid-up members and on which, posts no longer require moderation. It was agreed that allowing member business adverts on the page would be too time-consuming to moderate and members should be accessing and logging into the website for all information and updates. Committee members present agreed not to allow members to promote themselves or their business on the Facebook page. It was discussed that a member of the committee (to be agreed) could post a feature of one business per month with a link to the website for further details of the member benefits.

SH asked if groups could access U3A funds for expenses incurred, such as printing and photocopying etc. Committee members present agreed that Group Leaders (GL) could submit expense claims which would be considered by the Committee on a case-by-case basis.

7. Groups:

AG explained the difficulty she had in communicating with GL when requesting information and responses in order to adhere to restrictions and regulations issued by Ajuntament d'Oliva. For example, at a minimum, last names and phone numbers of members attending meetings needs to be recorded and saved by the designated Covid-19 Co-ordinator. Therefore, committee members are concerned about their personal liability, as a result of their details being officially registered by Oliva Council, should any fines be imposed by the authorities for not complying with issued Covid-19 regulations.

Due to the lack of responses from Group Leaders, AG is not even sure if some groups are actually taking place, whilst reports received indicate that non-members are attending group activities.

The Committee discussed how to reach all GL and agreed to hold a GL meeting at which the President and Vice-President (if both

available) would address those GL present to explain in detail, the reasons and necessity for obtaining requested information.

AG

Committee members also agreed to send a short and to the point email to all members explaining that they need to sign an attendance form when attending a group meeting/activity for the first time, together with a reminder to report any positive Covid test to the Covid-19 co-ordinator by email to: covid-coord@u3aoliva.org

PN/SH

Should GL not attend the meeting and not submit their attendance sheets and any other requested information, then the President and Vice-President will attempt to contact the GL by email, or if possible, by phone.

BP/SH

Committee members present agreed that should any GL not be prepared to comply with necessary guidelines, then another GL should be sought from that group, or the group would not be able to operate as part of Oliva U3A.

8. Member subscriptions:

BN provided a summary report of 2021-22 membership to 17th October. There are currently 379 paid members (including the five lifetime members) with 11 application forms received during the last month, but no subscription payment received from these 11 so-far.

BN has a process to chase members who have not paid, but can experience difficulty matching-up bank credits to names when insufficient details are provided.

BN had also been comparing the membership numbers on the group attendance sheets received to her record of paid-up members and liaising with AG to address any anomalies.

9. Committee members:

All committee members acknowledged they have been dedicating long hours to their responsibilities and, as a result, experiencing some stress. The increased workload is due in-part to ensuring adherence to the required Covid-19 regulations necessitating external meetings and increased communication to GL and members. New systems and procedures have also been implemented to effectively record member applications and payment and ensure the website is fully secure. Stress and frustration have been experienced due to the apathy of GL, members complaining about added bureaucracy within Oliva U3A and committee members even being on the receiving end of abuse and bullying.

Committee members wholeheartedly agreed that abuse from members would not be tolerated and, should a small minority of members be unhappy with how Oliva U3A is currently being run, then they have the option to terminate their membership and leave.

Further discussion would be required to address how to manage any abuse or bullying and how best to spread the workload in future.

10. Children’s Christmas Party:

SH had been liaising with the El Bastidor school and CPC so confirmed that the Children’s Christmas party would be going ahead this year on Monday 20th December. He had the organisation of food and entertainment well in-hand and stressed that no publicity (photos etc) would be allowed.

Committee members present approved informing members about donations of shoebox presents for the children.

11. AOB:

SH had been nominated Inventory Manager and he had taken an inventory of the U3A store cupboard at CPC. He had removed some equipment and subsequently tested it to identify if working, or not. Another meeting at CPC had been scheduled to access the store to remove the Christmas decorations necessary to deck the hall for the Children’s party. Following a message to GL to ask if any had U3A equipment, a few useful responses had been received. Committee members present authorised SH to repair any equipment as required and to purchase batteries or other necessary essentials. SH would undertake this activity at his discretion and obtain further Committee approval by email communication should the need arise.

SH

As the CPC is now unmanned, it is difficult to arrange a time to visit the U3A storage room there and the Committee discussed other storage options. SH agree to research this further and report back with potential solutions at the next meeting.

SH

A recent U3A group Facebook post explained (not all-together accurately) that a member who lived alone had fallen ill, but no-one was aware of this for a couple of days. Committee members had discussed and agreed it was a good idea to remind members that they need to look after themselves, especially if living alone. This could be done by forming their own support bubble of friends or relations to check-in regularly, or accessing professional support services, acquiring a personal alarm etc. These suggestions would be communicated to members as part of the president’s update in the next newsletter.

BP/PN

NB had updated the list of translators available to help U3A members. This list would not be made public on the website, but PN would add a note to ask members to contact the secretary to obtain this information. NB would circulate the list to committee members.

PN/NB

To discuss at the next meeting:

- Complaints procedure and what information should be included on the website
- Planning for the 2022 Summer Fair
- Options for resuming monthly members meetings.

NB

Signed:

Date: