

U3A SHEFFIELD
INFORMAL EXECUTIVE COMMITTEE (EC) MEETING FOLLOWING THE AGM
ON 13 JULY 2021

Present:

Philip Long (Chair – PL); Philippa Bartlett (PB); Elaine Burtoft (EB); Mo Cave (MC); Clare Chiba (CC); Anna Harvey (AH); Camilla Jordan (CRJ)

In Attendance:

Michael Clift (Minutes – MJC)

Apologies:

Les Baker (LB); Jonathan Powell-Wiffen (JPW)

1) **Introduction**

PL said he was in listening mode and keen to learn from other EC Members. He added that he also wished to fully understand Trustee responsibilities and explore the links between U3A Sheffield and TAT and YAHR. PL is also keen to develop external relationships with other organisations where appropriate for mutual benefit as part of a more 'outward facing' agenda.

It was confirmed the next meeting of the EC would be face-to-face on 2 September at 10.30 am in Victoria Hall. MC gave her apologies for this meeting.

2) **Comments by EC Members**

EB: She was keen to return to face-to-face meetings and working with different groups to develop their presence on the website. She added that the website would benefit from improvements, particularly in terms of linkages. She confirmed there had been no negative feedback on the E-Newsletter but some thought was needed about its future development.

PB: She said she was looking forward to having the opportunity to meet other EC Members and build relationships. ***She confirmed her willingness to help with arranging the Friday lectures.*** PL thanked her and reiterated that he was happy to continue arranging speakers, although there needed to be caution over returning to large gatherings, certainly in the shorter term.

CC: She confirmed her main focus would continue to be on the membership, as well as supporting the EC. PL thanked her and emphasised the importance of the Membership Secretary's role.

MC: She confirmed her main focus at present was on the need for groups to have risk assessments (RA), as discussed at the last full EC meeting on 8 July. She added that following contact with TAT, it appeared likely the insurers would require evidence of an RA, if claims were made. Although this still needed to be confirmed. She said she was working on an incremental plan to focus on those groups subject to more significant risks, such as cycling. PL said he understood the sensitivities involved in the requirement to produce RAs but U3A Sheffield did need to be guided by TAT. PB asked about the need for RAs for the German Group, which took turns to meet in each member's house. MC said only a checklist was required and there was an example on the website. This should include a note of who attended each meeting and be retained for two years. ***She confirmed she would highlight the use of the checklist with relevant groups.***

AH: She confirmed her main focus would be on sorting out trustee matters for the new EC Members. She confirmed that for those EC Members stepping down, flowers had been sent to MB, JG and BL and wine to BC and CBJ, all on behalf of the EC.

CRJ: She confirmed there was lots to focus on. The next *Links* was not due until October but she hoped there would be enough content. She understood EB's point about the website but noted that developments tended to happen over time. She was assessing the possibility of replacing Wild Apricot with a system which could integrate information more effectively.

She said it would be important to develop an effective system for gathering financial information from Group Co-ordinators. This would need to be provided in a straightforward way, so that Group Co-ordinators were more likely to respond, without the need to follow up. The system would also need to minimise the number of times data was transferred, to avoid errors. MC said the five Financial Co-ordinators should be able to help the process work effectively.

PL thanked CRJ and EB for all their Zoom work in respect of the Friday lectures. And asked about the return of monthly drop-in sessions. CRJ said those involved were keen for them to restart but clarity was required over what was allowed, by the venue, for group gatherings in person.

PL and CRJ: Both reminded EC Members to be careful about on-line security, in the light of the recent phishing incident, raised at the last full EC meeting.

Signed as a true record by the Chair:

Date: