

Fornham All Saints Computer Club

Minutes of Annual General Meeting

15th March 2022

Chairmans introduction

Bernard Grimshaw (BG) welcomed everyone to the meeting. He explained that the Pandemic had delayed members meetings for two years so this was an important meeting, necessary to introduce the club to our new members as well as providing the opportunity for the membership to update the club constitution, necessary because of the impact of the Pandemic

BG introduced the Club Committee to the members and and tendered the apologies of several members who were unable to attend. He briefly summarized the agenda and the main aims of the meeting.

Treasurers Report

Mary Purnell (MP) provided an update on the club finances. Her report along with the details of the income and expenditure for past years was made available for members to view. These too will be posted on the club website for members to study. Mary reported that the current membership stands at 35 and those subscriptions are now the main source of income for the club along with donations from local parish councils.

Mary reported that the club has now opened a new bank account with Natwest to move away from the Coop Bank. This will make it easier to make payments into our account which has been a recent problem. There is still some work required on cheque signatories as we need to make arrangements for two more committee members to become signatories.

MP also reported the need to change Audit arrangements due to the retirement of the previous Auditor. BG explained the work that had been done to ascertain the type of person who could independently check our accounts. He explained that for annual income below £10,000 per annum it was unnecessary to appoint a qualified accountant or registered auditor. BG Proposed that because the Great Barton Computer Club had a similar issue, the Great Barton Club Treasurer would be prepared to check our accounts whilst MP would check their accounts. This would need to be agreed upon by the membership and incorporated into the Constitution.

A vote was held and all were in favour of the proposal.

Chairmans Review of Progress

BG began by expressing his appreciation to the current committee members for the excellent work that they had done in helping to keep the club running during and since the pandemic. He welcomed Robert Church as a relatively new member who was now helping with our iPad training which has become quite a large group.

BG explained the impact of the pandemic and the use of zoom through that period. Zoom will continue to be used for Committee meetings perhaps whilst sharing the cost with Great Barton computer Club. Face to face meetings resumed in March 2021 and after a few months we decided to recruit more members for Windows, which we did but also found ourselves oversubscribed for iPad. This AGM provides an opportunity for the new members to find out more about the background of the club and how we operate.

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One of the main aims of this meeting is to review the club constitution due to the pandemic making it impossible for some of the rules to be achieved. The proposed changes have been circulated in advance and will be discussed later.

BG went on to explain the importance of the AGM as a way of members letting the club know their areas of interest and what aspects of the club could be improved, we look forward to hearing your views after the break. He also asked that all of the Tutorial Feedback forms be returned before the break so that we could look at the results and discuss them further.

BG touched on the continued use of the club website and that despite the relatively high cost of operating it, it provided a repository for official documents and tutorials for the benefit of members. A member asked whether the content should be password protected. BG thought it unnecessary as the information was not private. Also, the use of usernames and passwords add a level of complexity and privacy requirements that makes maintenance more difficult and time-consuming.

After expressing the view that the committee was happy with the progress of the club since its resumption he was concerned that the larger numbers may make it more difficult to see or hear the presentation material. The general view seemed to be that sound was an issue when multiple people were talking at the same time. Some members who used hearing aids had some problems but not excessive. Several suggestions were made regarding audio equipment. The committee will investigate options in more detail and purchase whatever is needed. A suggestion regarding a hearing loop was made. BG considered this to be something that the hall should provide and will pass the request on to the hall committee.

In terms of the projector screen, it seems that members sitting at a distance could still make out the detail and we will defer any changes to the screen specification and see how things work out.

A member asked whether the broadband system was used by other clubs, BG explained that the password was not publicly available and was not commonly in use by others. He also explained that all of our equipment had been part-funded by the Community Centre. It is also evident that the hall rental charges do not include the broadband rental [I later confirmed the cost of the Hall charge which is £10/Hr], so this is a direct subsidy by the community centre for which we are very grateful. In terms of contribution towards the cost of a new screen, their view is that very few people use the screen and that the current screen meets their needs. If we want to add a new screen we will need to get their approval and they would decide at that point whether they can contribute to the cost.

One member suggested that the reports could include an asset register. This will be included in the club documents on the website.

Election of Committee

BG explained that a long-standing committee member, Enid Gathercole, had stood down due to work timing conflicts and that we needed a replacement. Enid is a founder member and as chairperson of the Community Centre Committee has been instrumental in helping to fund the Computer Club and provide a home with good quality broadband. I don't think that we would have been able to continue the club without Enid's support and would like to record our thanks for all her assistance.

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A replacement for Enid is particularly important as we require an additional cheque signatory. Eileen Rutter volunteered to join the committee so we greatly appreciate Eileen's help. The remaining committee members and Eileen were voted in unanimously.

Changes to Constitution

The pandemic having interrupted the regular club meeting schedules has caused the committee to adjust the wording of the club constitution. The proposed alterations were circulated two weeks before the AGM and the changes were discussed and the following points recorded.

- Use the term 'chairperson' and not chairman
- Replace references to auditing with 'independent checking of accounts'
- Modify reference to 'membership fee to say that the 'fee will be reviewed at each AGM'

A member suggested that provision for a clause allowing extraordinary meetings of the membership to be called. This item will be passed to the committee for further consideration.

GDPR and Record-Keeping

BG outlined the current arrangements for GDPR and record-keeping and explained the membership form that is used to gain permission from members that their personal data may be used by the club in the manner specified in the club GDPR policy.

BG agreed to a request that the policy would be posted on the club website.

Future Training and Membership Feedback

After the break Tony Mayhew (TM) lead a conversation about how members used their computers and their hobbies that could be assisted by technology.

BG summarized the tutorial feedback forms. He explained how the information would be used to develop topics for future meetings.

Members were asked for feedback regarding their experience of the club and invited to make suggestions for improvement. One member was concerned that tutorial speeds were too quick and that she found it difficult to follow. TM offered to precede tutorials with definitions of terms used that may be unfamiliar. BG recognized that this can be a problem in mixed ability groups and would take her views on board. In general, members did not feel that the material used was delivered at too fast a rate. There was some concern about noise generated during tutorials especially when someone needed help. BG suggested that helping the person next to you may help keep disruption to a minimum.