**NORTHUMBRIAN CAMBRIDGE ASSOCIATION**

Minutes of meeting of Executive Committee, 6.00 PM Wednesday, January 13th, 2021

Zoom meeting on account of COVID-19 restrictions.

***1) Welcome and Apologies for absence.***

Once everyone was connected via Zoom, HC welcomed those present, i.e.,

SA Sue Austin (Treasurer\*)

GC Gilbert Cockton (Secretary\*)

HC Heather Cordell (President\*)

PC Peter Cleland
AF Arnold Fairless
RT Rob Tindall

AY Andrew Young

\* indicates ex-officio members

Colin Dunnighan (CD) sent his apologies for absence.

# *Minutes of Executive Committee Meeting held by Zoom on 04/11/20*

# *Matters arising.*

These were approved. AF appreciated their brevity. There were no matters arising.

# *President’s Report*

# *Hon. Secretary’s Report*

HC and GC had nothing in addition to what would come up on later items.

# *Membership Secretary’s Report*

# *Hon. Treasurer’s Report.*

Sadly, SA had a member’s death to report, Eric Cooley. He is on print distribution list, so needs to be removed from that. We discussed noting Eric’s passing in the newsletter and agreed to do so. There was some concern over consistency as not all deaths would be notified in this way. PC advised that noting that we had been informed of a death would make it clear how we were aware. HC noted that for some newsletters, officers aside, a list of deaths would be necessary as we would not be able to provide obituaries for all members.

**ACTION** 130121.1

GC to add a note on Eric’s passing to the newsletter.

*Note: action completed.*

We discussed how alumni would become aware of NCA, as some local alumni were not aware of us. HC noted that being proactive here will have to wait until normal activities resume. We should work closely with CUDAR on this. HC noted that there is a general discussion to be had about attracting new members. AY saw this as important for refreshing the membership with younger members and hopes that CUDAR can help. HC will check on what is possible as regards getting access to the names of potential local members.

**ACTION** 130121.2

HC to liaise at an appropriate time with CUDAR with the aim of making better use of them for new member recruitment.

SA cautioned against labouring on use of standing orders, as these need to be updated. Some members have paid twice through forgetting that they had one in place. Others are still only paying £5. Some membership related forms needed to be updated to replace those. SA asked GC to remind members of the need to renew subscriptions.

*Note: SA completed her action on updating forms and GC has updated the ones on the NCA website, included a reminder as the last item in the January Newsletter, and included a link to the membership page on the website (How to Join).*

The bank balance is £2045.44. SA reported on recent payments and deposits for 2020 meetings currently being held by venues. Some of these meetings have been rebooked for 2021. We have not received any invoice for the Discovery Museum tours (£290, which we will pay if we receive an invoice). An overpaid subscription has been reimbursed.

The transfer of signatory authorities from the Telfords continues to be a challenge. SA will continue to work with (!) HSBC to resolve matters. One new requirement is that HSBC wanted a copy of the minutes authorising the change of officers, which SA has sent along with the AGM minutes.

GC advised that the Yola Domain Name renewal had been paid. SA asked GC to forward the confirmation and receipt of payment.

*Note: GC sent confirmation and receipt of payment and SA has reimbursed.*

# *Past Events*

# *Future Events*

A Zoom Quiz had been held on December 9th and was considered to have gone well.

All remaining 2021 events were cancelled. Revolution have rescheduled the Fresher’s Reunion for Wednesday December 8th 2021 at 17:00 (we agreed to revisit this at the May committee meeting, along with the 2022 Winter Outing and all other 2022 meetings). The Christmas Lunch has already been rescheduled for 2021. HC had not heard from the Sage about revised arrangements for the Autumn Concert. Similarly, PC has heard nothing from the Tyneside Cinema about the Festive Afternoon Tea & Film.

No action will be possible until mid-March for Raby Castle (GC/HC), mid-April for Farne Islands (RT/HC), mid-June for the September Freshers’ Party (GC/HC, consider a larger alternative to Mincoffs such as PWC or Lit&Phil, to be able to invite 2020 and 2021 Freshers), mid-June for AGM at RGS (with speaker confirmed/arranged before this). We do not expect any meetings scheduled before May 2021 to be viable. We will check on viability two months before each scheduled meeting.

An Autumn Concert cannot be selected until arrangements related to the postponed concert are known and a 2021 programme is available.

**ACTION** 130121.3 (Subsumes Actions 041120.7, 041120.8, 041120.9 and 041120.10 on liaising over cancelled Tyneside, NCC Dinner, Life Centre and Kirkley Hall)

HC to continue to liaise with Life Science Centre, NCC and Kirkley Hall (February?), and PC with Tyneside as and when possible about deposit refunds or rescheduling events.

**ACTION** 130121.4

HC to continue to contact Dr David Gosling (dlg26@cam.ac.uk) mid-February to discuss whether he can deliver the 2021 lecture.

# *Further virtual events or outdoor activities (e.g. walks) during the pandemic*

CD volunteered in his absence via email to receive suggestions for virtual events and outdoor activities (once allowed, we agreed to revisit this in March). PC offered to help with this and was asked to contact Colin.

*Note: PC completed his action on this and CD’s name was provided as the contact for suggestions in the Newsletter.*

CD had suggested David Harper as a possible speaker after the December Quiz.

GC suggested Margaret Bozic as a further possible speaker, and Brian Ward, in response to AY’s interest in an American history professor (brian.ward@northumbria.ac.uk).

We agreed to arrange speakers for 8PM on different days of the week in February.

**ACTION** 130121.5

CD to contact David Harper and GC to contact Margaret Bozic to determine availability.

*Note: GC completed his action. Topic and date still to be decided.*

AY asked about central support from CUDAR. HC proposed that we should regard any centrally arranged talks should be regarded as extra, and that we should focus on the north east and our members. Possible joint events were considered, for example sharing virtual events with the Edinburgh alumni group. The possibility of joint events with local Oxford alumni was also raised, or Durham given its proximity and collegiate nature. GC will contact a neighbour to ask if he is aware of a regional Oxford alumni group.

**ACTION** 130121.6

GC to contact neighbour about local/regional Oxford alumni group.

*Note: GC completed his action. Neighbour is not aware, but he’s not actively looked.*

**ACTION** 130121.7

HC to explore possible arrangements with regional Oxford and Edinburgh Cambridge groups.

1. ***Publicity and websites***

GC had been approached by a representative of a joint Oxbridge Zurich alumni group about interest in a shared web resource for local groups. We saw no need for this from a NCA perspective and wondered about the suitability of a joint resource, as well as a loss of responsiveness for quick updates.

**ACTION** 130121.8

GC to decline on behalf of NCA

*Note: GC completed his action.*

The website has been updated with new content. AF noticed an error in the events listing and GC corrected this (the original 2021 events listing had been used, but lockdowns have led to this being replaced with planned 2020 meetings). HC asked us all to proofread future uploads and newsletter drafts with more care.

The lockdown response of adding new content to the website was discussed, e.g., from the archive. HC did not see the NCA site as an information one. GC checked the analytics. In the two months since the previous committee meeting there had been only 172 page views, 98 visits (approx. 3 per day) and 56 unique visitors. A good portion of this would be due to committee members checking the website. Given the current low engagement with the site, there is no clear value in adding content.

Drafts of the newsletter had been sent out for comment. HC was impressed by the layout and content and welcomed its relatively small size for downloads and distribution. Plans for distributing the hard copy of the newsletter were discussed. GC will arrange this once the January newsletter has been distributed.

**ACTION** 130121.9

GC to complete newsletter and distribute electronically, and then prepare labels and send them to HC for printing and mailing of newsletters.

*Note: GC has completed the first part of this action. Action 041120.12 was completed as part of the email and we have had several expressions of interest in event attendance for the planned 2021 programme. Action 041120.14 was also completed via this email and some newsletter content. Action 041120.4 (GDPR compliant membership records) will be achieved alongside preparing the labels for the newsletters.*

1. ***AOB***

None, so the meeting would end before 730PM

1. ***Dates of next meetings***

The next Executive Committee meeting will be held over Zoom on Wednesday, March 3, 2021. Subsequent meetings will be held on:

Wednesdays May 5, September 15, and Wednesday, November 10, 2021

**ACTIONS SUMMARY AND STATUS**

*Carried over*

041120.2 – GC to begin the committee Intranet area on the website for shared document storage.

*New Actions*

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