

MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 10th SEPTEMBER 2021 IN THE LITTLE BOOKHAM VILLAGE HALL**Present (Committee)**

Brian Baker (Secretary)
Sue Halford
Alfred Lott
Lynda Sears

Present (Members)

See attached (not posted on website)

1. Welcome

Brian Baker welcomed everyone to the AGM.

2. Apologies for absence (Committee members only)

Ian Brand
Joan Gillingham
Phil Cook.

3. Minutes of the previous AGM

The minutes were approved.

4. Chairman's Report

On behalf of Ian Brand (Chairman) Brian provided an overview of the Club's activities during the last year, see attached report.

5. Treasurer's Report

On behalf of Joan Gillingham (Treasurer) Brian provided a copy of the unaudited Statement of Accounts for Year Ending 31 July 2021, see attached report (not posted on website). The Statement of Accounts was approved.

6. Proposed Annual Membership and Course Fees

Sue Halford proposed that the annual membership fee for the forthcoming year (Sept 21 to Sept 2022) return to the pre-covid-19 amount of £20.
This proposal was approved.

7. Committee

Ian Brand said he was willing to stand for re-election as Chairman which was approved.
Brian Baker said he was willing to stand for re-election as Secretary which was approved.
Prior to the meeting, Phil Cook had said he was willing to take on the role of Treasurer if no one from those present volunteered and was duly elected.

Sue Halford, Alfred Lott and Lynda Sears said they were willing to stand for re-election to the committee. John Cross proposed that the committee should be re-elected en-block which was approved.

8. Proposed Dates for 2021

Dates for 2021 were announced as follows:

(a) Autumn Term 2021

AGM - Friday 10 September 2021

Friday 17 September - Friday 26 November 2021 (11 weeks)

Christmas Party – Friday 3 December 2021

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(b) Drop-in Clinics will resume on Wed 6 Oct 2021 and then on the first Wednesday afternoon of the month except August 2022.

Friday courses are from 10 am until noon. Wednesday clinics are from 2:30-4:30.

All meetings and clinics will be held at the Little Bookham Village Hall except Friday 1 October and Friday 6 November 2021 which will be held by Zoom.

9. Proposed Courses for Autumn 2021

Sue Halford presented a draft of the proposed courses for autumn term 2021, see attached.

10. Any Other Business

On behalf of members Colin Barnard proposed a vote of thanks to the committee for the hard work they have carried out during the year.

11. Date of Next AGM

Friday 9 September 2022 (tbc).

Brian Baker (Secretary)

18 September 2021

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Chairman's Report for AGM 2021

After a challenging 18 months, we finally meet again in person – well some of us anyway. Unfortunately Ian is awaiting a small hospital procedure and has been advised not to attend meetings until it is over so I am delivering the report on his behalf.

The last time we met was on Friday 13 March 2020 and for the rest of that month, all of April and most of May we kept in touch with you via email and the occasionally phone call primarily with suggestions of websites to visit which had important information, interesting topics on various subjects and links to webcams and virtual tours. Towards the end of May we started to provide help on installing and setting up Zoom and on Friday 29 May 2020 we held our first club Zoom meeting. Since then we have run over 50 sessions via Zoom which have been very well attended, usually by between 20 and 30 people.

It would be extremely remiss of me not to take this opportunity and on behalf of the committee to thank all of you for your support during these difficult times. We have missed the camaraderie, making friends and generally enjoying the social gathering every Friday in the village hall which is the heart of the club. Unfortunately during the last year we have not been able to look over your shoulders, on a one to one basis, and show which keys to press or icons to select - not only during courses but especially with our clinics. We are sorry that we have not been able to offer the same level of support as we have in the past but hopefully we will be able to resume our normal monthly clinics from the first Wednesday in October.

At this time, I would also like to express my great appreciation on your behalf to two members of the committee in particular for their support during the last year.

Firstly, to Sue for organising the very entertaining and informative Zoom sessions for members on Friday mornings on a great number of interesting and fascinating topics on a wide range of topics. Sue's knowledge of all things Windows and keeping pace with its updates and torrents of programs and apps requires a great deal of effort.

I would also like to give a special thanks to Brian for organising and ensuring our regular weekly Zoom committee meetings take place and where the committee can direct their thoughts as to future direction of the club. In addition, for running some of the Friday morning sessions on all things mobile (that is smartphones and tablets) and other topics as well as for putting together the very entertaining and interesting quizzes on the first Friday of the month. You will hear later than we propose to continue the quizzes throughout the Autumn term on the first Friday of the month culminating with the traditional and infamous technology and Christmas quiz at the club's Christmas Party which we hope to be able hold here in the village hall on Friday 3 December.

On behalf of the committee I must take also this opportunity to give very big thanks to Joan Gillingham. Joan was instrumental in setting up the club in 2010 and has been a member of the committee and its treasurer ever since. Joan has decided to relinquish the position of treasurer but has agreed to stand for re-election to the committee.

In April this year we launched our new website – bookhamseniorscomputerclub.co.uk. If you have not yet visited it yet we urge you to do so as you will find a lot of useful information such our term dates and courses. You will also find an online 'membership form', our bank details if you prefer paying the annual subscription fee by bank transfer, and a 'contact us' form which you can use to get a message to Sue and Brian. I must also take this opportunity to thank Brian for his work on creating

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our new website which was necessary as our previous website provider ceased supporting the old one.

We have not yet decided on how we will run courses this year. The way forward very much depends on the how the COVID-19 situation develops and on the views of you our members. At the moment our thoughts include providing some sessions here in person in the village hall and some by Zoom and perhaps on some days two sessions on different topics in parallel, one in person and the other on Zoom.

We are taking our responsibilities in keeping everyone safe very seriously and this may mean we have to limit the number of people attending the sessions in the main hall and either not using the committee room or limiting the number to only perhaps 2 or 3. We have prepared a Risk Assessment to identify and mitigate as many risks as we can: examples include checking that the hall has been properly cleaned and sanitised before use; encouraging everyone to use the hand sanitizers located inside the entrances; spatially distancing chairs and tables; providing recyclable cups; washing cups, mugs and plates before and after use as well as providing individually wrapped biscuits rather than loose ones.

Sue will shortly share with you the proposed courses and invite you to let her know of any which are of interest to you. You can of course continue to suggest anything that we may have missed or some new topics or even Apps that you have wanted to try that we have not covered in the past. An email to any of us is always welcome.

You can also contact us by phone or email. You should all have Sue's email address from her newsletters. Our contact details are also in the Bookham Bulletin and the relatively new Roundabout Effingham magazine. There is also a 'contact us' form on the website as previously mentioned. So, to wrap up, I would like to thank all the committee members here and of course those who are not here today for their help and support throughout the year.

I would also like to thank all of you, our members. Without you we would not be able to keep the club going – you allow us to continue to offer help via email and telephone and courses by spreading the word about our club.

Finally, on behalf of the committee we trust you and your families and friends remain safe during these testing times.

Ian Brand, Chairman

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Draft Dates for Autumn Term 2021

Friday courses are from 10 am until noon. Wednesday clinics are from 2:30-4:30.

All meetings will be held at the Little Bookham Village Hall except Friday 1 October and Friday 6 November which will be held by Zoom.

Date	Main Hall	Committee Room
10 September	AGM and Open Day	
17 September	Review of Windows 10 basic skills	
24 September	Using iCloud	
1 October	Zoom general discussion of keeping your personal data safe and a quiz	
8 October	More about email	
15 October	Using OneDrive	
22 October	Using your camera on smart phone or tablet	
29 October	Transferring photos from tablets or phones	
5 November	Zoom on 'how to use sharing' and a quiz	
12 November	Using paint	Backing up your system
19 November	Christmas uses of your computers	
26 November	Using Microsoft photos to make a video	
3 December	Christmas Party	

Courses are subject to change depending on demand and availability of our volunteers.

In addition, drop-in clinics will be held on the first Wednesday afternoon of each month from 14:30 to 16:30 in the Little Bookham Village Hall.