

## Minutes of the Committee Meeting Tuesday 15 March 2022

**Present:** Linda Curry (Chair), Beryl Blood, Pauline George, Vicki Hone, Helen Kempster, Margaret Lusher, Paul Smith, Pauline Amor, Jane Evans (item 2).

### 1. **Welcome and apologies (LC)**

LC welcomed all to the meeting. Apologies had been received from Lorna Brown and Jenny Snashall.

### 2. **Welfare and Support role on the Committee (VH) - guest Jane Evans**

VH introduced Jane Evans and circulated a draft job description for the proposed role of welfare and support coordinator.

#### **Role**

- It was agreed that as far as “social prescription” was concerned, the role should be reactive rather than proactive ie responding to contact made by GPs/social workers.
- The role would coordinate the sending of cards and/or flowers to seriously ill members or bereaved, with liaison between IG leaders, IG coordinator, welfare coordinator and JS as Treasurer who would actually send the cards/flowers.
- The coordinator would provide a listening ear for IG leaders concerned about the safety of members, including vulnerable members; relay u3a advice; and raise serious issues with the Committee via the Vice Chair
- The coordinator would inform & update members on the role of the welfare & support coordinator via eg website, newsletters, Facebook, WhatsApp
- The coordinator would provide a watching brief on emerging safeguarding & wellbeing national u3a policy, advising Committee via Vice Chair on any further developments that might be necessary.

#### **Jane Evans**

Jane introduced herself and described her background. She has worked in teaching with involvement in Child Protection. More recently, she has worked in the voluntary sector with RoadPeace, as a befriender, involved with the bereaved. She was involved in the publication of Heartbreak Hope and a Call for Change.

She was very interested in the role of welfare & support coordinator as described and made some suggestions. For example, perhaps KNu3a members could be involved in designing/making cards to send in appropriate circumstances, rather than buy, as the personal touch might be even more appreciated. She also shared examples of posters with information about support services – which might be helpful for display at general and/or IG

<p>meetings.</p> <p>The Committee agreed that they would like Jane to take on the role. She would like to do so as a volunteer, rather than as a trustee and member of the Committee.</p> <p>It was agreed that it would be necessary to gradually work up the role as set out in the description. VH's suggestion of a start-up date of 1 April was agreed, members would be informed by e-mail (or letter as necessary), and on the website. It was agreed that there should be a nominated email address created by ML and that there should be a telephone number for contact from non-email users.</p>	<p>VH</p> <p>ML</p>
<p><b>3. Minutes of the last meeting.</b> The minutes of the meeting on 15 February 2022 were approved.</p>	
<p><b>4. Matters arising</b></p> <p><b>Item 5</b> ML had spoken to her son. Depending on what and how we wanted to share items Dropbox or Google Workspace for Non-Profit might be suitable. LC said that all the committee needed to have access to a shared workspace and to be able to upload to it. She will look at Google Workspace for Non- Profit.</p> <p><b>Item 8</b> PG has checked with the Walking Groups re possession of the First Aid kits. Geoff Dixon has one of the u3a's kits; Steve Wright does not. PG has informed JS</p> <p><b>Item 10</b> ML confirmed that she has updated the website re attendance of non-members.</p>	<p>LC</p>
<p><b>5. Chair's report (LC)</b></p> <p><b>Network</b> LC had received contact from Harborne &amp; Edgbaston about publicity leaflets. One of their members had picked up a KNU3a leaflet in Harborne library. They were unhappy that the leaflet had been placed there. It is not known how/by whom it would have been placed there. There was discussion about the possibility of developing a network leaflet. However, as LC noted, the only tailored information on our publicity leaflet are the website and contact details, which would not work well on a network leaflet.</p> <p>A meeting has been arranged for 31 March for the Chairs &amp; Business Secretaries at Bournville Garden Centre. LC is also keen to get the Interest Group Coordinators together.</p>	
<p><b>6. Speaker bookings (LC)</b> LC reported that all speakers were booked upto September now.</p>	
<p><b>7. March general meeting (LC)</b> LC had received a complaint from a member by email. The member had noted that the talk had been spoiled because it had been very difficult to hear – due to the acoustics and use of the microphone. It was the third or fourth talk the member had attended and there had been the same problem each time.</p> <p>At the March meeting only the hand-held microphone had been available for use: the batteries in the lapel microphones had been flat ( these had now been replaced with new batteries); and the “Madonna” microphone was</p>	

<p>broken. PS offered to look at the latter and it was agreed he should purchase replacement if necessary.</p> <p>The draft guidelines for speakers, circulated by LC prior to the meeting, were discussed and generally agreed. There was further discussion about the timings for meetings, as outlined for the speakers in the guidelines. There was a need to balance the requirement for adequate time at the beginning and end of the meetings to safely put out and put away chairs etc with allowing time for members to socialise and have refreshments and the talk: all within the hire period of the hall.</p> <p>It was agreed that the second set of doors would remain closed until 2pm, allowing the committee to set up the registration desk and chairs safely and the speaker to set up from 1.45pm. Between 2 &amp; 2.30pm members can enter, get refreshments and LC would give the business announcements before the speaker started at 2.30pm. This would allow the speaker an hour for their talk &amp; questions and then enough time to clear away after.</p>	PS
<p>At previous committee meetings the possibility of/need for hybrid meetings had been discussed. It was noted that BB had held a first hybrid meeting of her Philosophy Group. She reported that it had not been ideal/easy as she had had to rely just on her ipad. HK said that she was looking at the possibility of holding hybrid meetings for the History Group but was unsure how the use of the projector for presentations and Zoom in the hall might work. She noted that she would contact Allan Walmsley for advice. ML &amp; PG said that they would also ask their sons for advice.</p>	HK/ML/PG
<p><b>8. April general meeting</b>  <b>Easter hat competition</b>  JS is organising the competition. It is intended to hold a parade of the hats after the speaker's talk.</p>	JS
<p><b>Feedback forms</b>  ML has got some available now</p> <p><b>Meeters &amp; greeters</b>  HK and VH offered to act as meeters &amp; greeters at the meeting. The role would be to meet newcomers at the registration desk, take them to the Interest Group information area (and encourage them to take photos of the information they want) then for refreshments and introduce them to a member to sit with.</p>	HK/VH
<p><b>9. Newsletter (HK)</b>  HK gave the general outline of the newsletter: Welcome (LC); u3a matters; Interest Groups; Quiz or Crossword and Dates for diary. The next newsletter to be issued in April. She has received contributions from LC (Welcome – to be amended to reflect issue date); Interest groups: Flower Arranging, Lunch Club. Barndancing, World Faiths, Philosophy; Easter quiz; Results of survey (PG); on Scams. LC agreed to email HK the details of the speaker programme for inclusion. It was suggested that photos of the Easter Hat competition be included, but only the hats themselves to avoid the hassle of getting permissions. It was agreed that an item on the welfare role being taken by Jane Evans be included in the following edition of the newsletter.</p>	LC
<p><b>10. Beacon (PG)</b>  <b>Workshops for IG Leaders: Fridays 11 February &amp; 11 March 2022</b>  Both workshops went well. 9 leaders attended on 11 February, 5 on 11</p>	

March. PG felt the total turnout was a little disappointing. Feedback from the attendees was that the sessions on Beacon, Website, Facebook and the newsletter media were useful. PG will check on the Groupleaders use of Beacon over the next few months.

## 11. Interest Groups (PG)

### General

A few groups have gone back to Zoom calls this month following the rise in Covid cases, though most are happy with face-to-face. They are monitoring the Covid situation.

The Dog Walking Group has split into 2 different walks: a long walk and a short walk – still one group and keeping in contact via WhatsApp.

PG circulated a copy of a proposed revised business card, which received approval subject to:

- ML's home telephone number (not mobile) being used for contact; and
- "Part of South Birmingham Network with Harborne & Edgbaston and Moseley & Kings Heath" being added

PG

## 12. Treasurer's Report (LC)

In JS's absence, LC reported that renewals were proceeding well online, with no complaints about the increase in subscription fees.

JS will provide a financial forecast for the April committee meeting.

JS

## 13. Preparations for AGM: constitution changes; circulation of papers (LC)

LB had circulated details of the timetable which the committee needed to follow for the preparation for the AGM.

She had also circulated notes about the revised national model constitution, outlining key differences between that and KNu3a's existing constitution and setting out the options available to the committee ie

- Retain the existing one;
- Modify the existing one to account for on line meetings etc;
- Adopt the new one in full; or use the new one but with modifications.

If changes are proposed to the KNu3a constitution, we need to notify National Office and allow 4 weeks for its response.

Following discussion it was agreed that we modify the existing one in line with some of the proposals in the new constitution, as follows:

- Provisions for on line meetings should be included
- Renewal period for membership should remain as it stands (ML noted that she would be sending a reminder mid April)
- Provisions for hybrid general meetings should be included
- We should adopt the quorate of 10% for the AGM (as safer)
- We should retain a committee size of 12
- We should retain the provisions for committee terms that we currently have: Chair, Vice Chair & Business Secretary 3 years, Treasurer 6 years; not more than 6 in total.
- We should retain the current committee quorate of one third.

Conflict of interest forms had in the past been completed annually by the committee. We needed to consider returning to this practice and declaring

<p>Col where situation arises at committee meetings. It was agreed that LB was to draft amendments to the constitution as above and send to National Office for approval prior to inclusion in AGM papers.</p>	<p>LB</p>
<p><b>14. Membership Secretary (ML)</b> 190 members have renewed, leaving 107 still to do so. <b>New members coffee morning</b> There have been 14 new members since 1 December 2021, leading ML to propose that a new members' coffee morning should be held before Easter. A provisional date of 9 April was agreed and VH offered to organise, though she would be unable to attend. She would check that JS would be available. Suggested attendees: PG/BB/JS/HK/Jane Evans 10 am start, with option to stay on for lunch at own cost.</p>	<p>VH</p>
<p><b>15. AOB</b> None</p>	
<p><b>16. Date of next committee meeting</b> Tuesday 19 April 2022 at 2pm at Bournville Quaker Meeting House.</p> <p>The meeting ended at 16.00.</p>	