

Minutes of the Committee Meeting Tuesday 17 August 2021

Present: Linda Curry (Chair), Pauline Amor, Beryl Blood, Lorna Brown, Tony Field, Pauline George, Vicki Hone, Helen Kempster, Margaret Lusher, Paul Smith, Jenny Snashall, Stella Woods

	Action
<p>1. Welcome and apologies LC welcomed all to the meeting and invited everyone to introduce themselves. Volunteers had been included as guests. Apologies had been received from Roger and Anne Jones.</p>	
<p>2. Minutes of the last meeting. The minutes of the meeting on 23 June 2021 were amended and subsequently accepted by those present.</p>	
<p>3. Matters arising None arising</p>	
<p>4. Chair's report: LC LC identified 5 key issues:</p> <p>(1) Outstanding needs</p> <ul style="list-style-type: none"> • More volunteers to help (with set-up for meetings etc) Agreed that LC would include request for in welcome address at October general meeting & committee members would discuss with individuals at the informal September meeting. In particular, we might need someone to troubleshoot with speakers at meetings. • Furniture – storage cupboard to be purchased & sited in entrance hall, possibly with a second one in the main hall for the boards. • IT/Sound Equipment. Following transfer of role responsibilities, TF to familiarise himself with the operation of equipment prior to general meetings – to coordinate with HK & PS. Agreed that potential for use of IT equipment/training for hybrid meetings to be discussed at September Committee meeting. <p>(2) Copyright Licence to be renewed at cost of £60.</p> <p>(3) Discussions about the establishment of a South West Birmingham u3a Network, comprising KN, Harborne/Edgbaston and Kings Heath/ Moseley are ongoing. KN already collaborate with KH re interest groups.</p> <p>(4) Presentation to Pete (see item 9 below).</p> <p>(5) Need to compile & circulate updated committee volunteer contact list, subject to agreement. All agreed that their contact details could be circulated around committee.</p>	<p>LC All</p> <p>JS PS/Lorraine</p> <p>TF/PS/HK</p> <p>LB JS</p> <p>LC</p> <p>LC</p>

<p>5. Treasurer's report: JS Combined bank accounts balance £5198. Budget had not been completed but most big bills paid. Hand sanitiser purchased for meetings Large storage cupboard to be purchased, as noted above. Budget for general meetings speakers discussed. It was agreed that a financial policy should be drawn up to enable TF, as Speakers Secretary, to make future bookings. JS to liaise with TF. Business cards to be ordered at total cost of c £20.</p>	<p>JS/TF PG/JS</p>
<p>6. Membership: LC In Roger's absence, LC reported that KN currently had 260 members, including 6 new members.</p>	
<p>7. Interest Groups: PG PG has received emails reporting activity from most Interest Groups. She noted that the Knitting & Crocheting IG had wound up, but suggested that such interests could be included in the Creative Craft IG, although there was a leader vacancy for the latter. Interest Groups wishing to use the church hall in future will need to book the venue – either directly or through JS. JS and PG to liaise re advice to IG Leaders for booking.</p>	<p>PG/JS</p>
<p>8. Newsletter: HK HK was preparing a newsletter for issue end of August/beginning of September: to include item re LC/Pete Miller/new Committee and contributions from IGs History of Architecture, Circle Dancing, Exploring World Faiths, Gardening & Garden Visits, Eco Matters. Also u3a Matters and the High St Project. Details about the September general meeting and Autumn speakers (latter if available in time) to be added. HK to share draft with VH. RJ will print and despatch paper copies as required.</p>	<p>HK TF HK/VH RJ</p>
<p>9. The September general meeting Arrangements for first general meeting since March 2020 discussed, recognising that Committee did not know how many people would attend. Agreed that members would be invited to attend from 2pm for an informal meeting with tea/coffee, chat & information. They would be asked to wear face coverings on entry. Other "Covid -safe" arrangements were discussed and agreed regarding room layout and refreshments. <u>Prior to meeting</u></p> <ul style="list-style-type: none"> • LC to send out invitation by email, RJ to issue postal copies as required. • JS to contact Sandy/Pete re change of presentation to Pete to the October meeting • JS to book hall for 1.30pm, to allow ½ hour for Committee and IG Leaders to set up. • TF to confirm Autumn speakers and provide details to ML for website, HK for newsletter (if available in time) and as information sheets to be available at meeting. • TF to meet with PS and HK to familiarise himself with PA system and other IT equipment. • LC and LB to complete risk assessment for meeting. 	<p>LC/RJ JS JS TF TF/PS/HK LC/LB</p>

<ul style="list-style-type: none"> • SW to liaise with JS and purchase refreshments (tea/coffee/squash/milk/sugar/biscuits) • Purchase of storage cupboard (see item 4(1) above) to be completed. • Locate small notice boards that are currently missing, or purchase new ones if necessary (raised under AOB) 	<p>SW/JS</p> <p>JS/PS</p> <p>JS/Lorraine</p>
<p><u>Setting up and Running of meeting</u></p> <ul style="list-style-type: none"> • RJ to bring membership list for him and Anne to use for reception of members; also badges for Committee members. • Committee to set out hall: tables round edge with some chairs and notice boards down the middle. Fire doors to be open to allow air flow. • Information to be made available: publicity material - leaflets & posters (raised under AOB); Autumn speaker line-up; Interest Group information for display • Refreshments: members would collect from hatch. Biscuits would be available if wanted – placed on each saucer, rather than members helping themselves. Used cups to be placed on table provided in hall (to be washed later) rather than returned to hatch and causing congestion. • LC to give welcome speech, providing some general information – planned for a little while into meeting time, but will be flexible depending on how many and when members arrive. (Will not include evacuation procedures on this occasion due to different arrival times of members and because fire doors will be open.) 	<p>RJ/AJ</p> <p>All</p> <p>JS TF IG Leaders</p> <p>SW & her volunteers</p> <p>LC</p>
<p><u>End of meeting</u></p> <ul style="list-style-type: none"> • All furniture to be cleared away. All crockery to be washed up. • Refreshments to be stored in cupboard if possible or stored by BB. 	<p>All SW/BB</p>
<p>10. Autumn speakers Discussed under items 5 and 9 above.</p>	
<p>11. Recent mailings Receipt of Regional Newsletter noted. The question of adopting the proposed new Constitution to be an ongoing discussion.</p>	<p>LC</p>
<p>12. AOB Some discussion about planning for a Christmas party, for which there is an £800 budget. If it is decided to go ahead with plans for a party, there is limited time and only 3 further Committee meetings. Agreed that LC would discuss with members at the September meeting.</p> <p>PG had circulated suggested changes to the KN u3a business card, including a new strapline. Purchase as under Item 5.</p>	<p>LC</p> <p>JS/PG</p>
<p>13. Date of next committee meeting Tuesday 21st September at 2pm.</p> <p>The meeting ended at 4.05pm.</p>	