

Minutes of the Committee Meeting Tuesday 21 September 2021

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

	Action
<p>1. Welcome and apologies LC welcomed all to the meeting. Apologies had been received from Jenny Snashall and Jackie Johnson.</p>	
<p>2. Minutes of the last meeting. The minutes of the meeting on 17 August 2021, as amended, were agreed.</p>	
<p>3. Matters arising Item (5) Business cards have been purchased, received and are available for use. Contact details for the Membership Secretary will be added at next printing. (A4 folded publicity leaflet also due for re-printing as stock low, LB to contact JS re the revision of contact details for Membership Secretary.)</p> <p>Item (9) New display boards purchased, delivery imminent. Purchase of cupboard to store them is ongoing, as order held pending arrival of new boards.</p>	<p>LB</p> <p>JS</p>
<p>4. Chair's report (including discussion of September Meeting): LC</p> <p>(1) September Meeting The meeting had been very successful, 75 attending. It worked well as a social with many staying for quite a length of time and there was much chatter. There have been no reports of Covid infections. There had been a problem with acoustics in the hall, which is an ongoing issue. VH noted that in the past consideration had been given to the installation of an induction loop, but it had been considered too expensive. JS to be asked to contact Lorraine to ascertain whether other groups hiring the hall also had a need for the installation of a loop.</p> <p>(2) Wifi The continuing use of/requirement for wifi at the church hall venue was discussed. It was agreed to monitor usage and get more information about the current contract for provision and possible alternatives. Pauline would ask interest group leaders about the</p>	<p>LB/JS</p> <p>JS</p> <p>PG</p>

<p>use of the internet in general for their meetings.</p> <p>(3) Network Kings Norton was now part of the South Birmingham Network, no longer in the Solihull cluster LC reported back on a discussion on risk assessments during a Zoom Fireside Chairs meeting. Allan Walmsley had advised that whilst it was important that Group Leaders could show that they were considerate of how to protect attendees, it was not necessary for them to fill in a full risk assessment form. He assured those present that, as long as, in the event of an incident, they could produce a bit of paper to show that they had considered the health/safety of attendees, they would be covered by the Trust's insurances. PG stated that she had circulated a basic COVID-19 related risk assessment form to all Group Leaders, and agreed to provide ML with a copy for the website. PG will also circulate a copy of the Incident Form that Group Leaders should have. VH suggested that PG may want to hold a Group Leaders meeting. Arrangements currently are that only members of Kings Norton or associate members can join our Interest Groups. LC had circulated draft arrangements for Reciprocal Interest Groups within the Network which were agreed for proposal to the Harborne & Edgbaston and Kings Heath & Moseley u3as. The need to identify groups that could accommodate more members was discussed. It is envisaged that invitations to join a KN Interest group would go through the Interest Group co-ordinator. LB suggested a meeting of the 3 u3a Interest Group Co-ordinators.</p>	<p>PG/ML PG</p>
<p>5. October Meeting Arrangements for the meeting on 5 October were discussed. JS to liaise with Lorraine to check whether</p> <ul style="list-style-type: none"> • Committee can access hall prior to official hire time of 2pm (preferably 1.30pm) for set up; and • the church hall has any specific COVID-19 related requirements re capacity/layout arrangements <p>It was decided that members would not be asked to pre-book. The wearing of face coverings on entry was preferred. Subject to confirmation re timing for access to hall, it was agreed that:</p> <ul style="list-style-type: none"> • Hall would be set up 1.30-1.45pm • Tea/coffee/biscuits would be available 1.50 – 2.15pm • Arrangements for meet & greet of new members on arrival; they would have more time for finding out about interest groups after talk. There may be members who would be looking to pay membership fees and new registrations. Feedback forms to be passed to LB, website contact number to be changed to LB • Meeting would start 2pm with Chair's notices including presentation to Pete; talk itself at 2.30 pm. • Guest speaker to start at 2.30. LC has contacted speaker for background details and confirmed that his talk will last 50-55 mins plus Q&A. <p>LC to email members re arrangements for meeting.</p>	<p>JS</p> <p>All Stella & team</p> <p>PG</p> <p>LC, PG ML</p> <p>LC</p>
<p>6. Treasurer's report</p>	

<p>JS had circulated details of income and expenditure. The balance in the accounts as at 14 September 2021 was £4940. There is an agreement in principle to subsidise the rent of Interest Groups until March 2022 to ensure continued Group viability. LB to ask JS to provide a standard form for PG to circulate to Group Leaders</p>	<p>LB/JS/PG</p>
<p>7. Membership Membership numbers 263. Jackie Johnson has agreed to take-over the role of Membership Secretary. JS will work with her in the handover from Roger Jones. Printing & distribution of documents (eg newsletters) to members without email will continue to be done centrally. By JJ/JS. LC to convey this to Angela. Coffee mornings for new members, as held at the Toby Inn Cotteridge pre-COVID, to be resumed. VH to contact JS & JJ, PG as Interest Coordinator to be included.</p>	<p>JJ/JS/RJ JJ/JS LC VH/JJ/JS/PG</p>
<p>8. Publicity Material Covered at Item 3. In addition LB noted that she was now the contact for Regional PR matters (following AW's request for a contact some weeks previously)</p>	
<p>9. Interest Groups: PG PG noted that a new group Philosophy Group 2 is to open. BB, Group Leader of the existing Philosophy group, will host an initial meeting on 11 October at 10.30am. BB asked for information about the meeting to be published on the website. Group 2 will need to find its own leader. PG sought views on the expectations on Covid vaccinations. It was agreed that the u3a would expect anyone attending a group meeting in a private home to be as fully vaccinated as possible, unless clinically unable. LC to email the membership to make them aware of this. It was agreed that PG should be given access to Beacon for contacting all members. LB to contact Anne Jones to facilitate.</p>	<p>ML LC LB/AJ ML</p>
<p>10. Website LC thanked ML for all the work she had done to update the website. It was agreed that ML could add information about the Birmingham Talking Newspapers and its search for new readers to the Extra Activities page on the website.</p>	<p>TF</p>
<p>11. Christmas Party It was agreed that the December meeting should be a social with mince pies and possibly mulled wine, rather than a party. LC to contact AW re mulled wine and/or quiz. In addition there could be another Christmas tree photo competition.</p>	
<p>12. AOB TF circulated the programme of speakers for 2021 & 2022, including details of rearranged dates where speakers had been cancelled due to Covid closure. TF to provide LB with an edited list (removing the cancelled meetings and just including the dates, speakers, and topics). LB to print off copies for the general meeting on 5 October.</p>	<p>TF/LB</p>

He also provided details of 2 speakers for whom it was agreed he could make further enquiries, subject to cost.

13. Date of next committee meeting

Tuesday 19 October at 2pm at the Bourneville Quaker Meeting House.

The meeting ended at 4.10 pm