Kings Norton & District

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Minutes of the Committee Meeting

Tuesday 16 January 2024 (final draft 4)

Present: Vicki Hone, Pauline Amor, Beryl Blood, Lorna Brown, Pauline George, Anne Jones, Helen Kempster, Chris Locke, Margaret Lusher.

1. Welcome & Apologies (VH) VH welcomed all to the meeting, especially AJ who was attending her first committee meeting since being coopted onto the committee.	
2. Minutes of the December committee meeting (VH) The minutes were agreed.	
3. Matters arising (VH) **Item 4:** LB has recently written to Stella Woods to ascertain who the regular members of the catering team are and is awaiting her reply.	
LB will take the Incident Book to the next general meeting.	LB
ML has uploaded the Christmas Party programme and photos to the website.	
Item 5: VH had not been able to register for the Balsall Common Recruitment workshop, but would try again given the recent email from Jean Jackson promoting it. LB is unable to attend it. [VH to invite Jean Jackson to KNu3a AGM.]	VH VH
Item 6: PG gave CL contact details for him to post a cheque to the foodbank.	CL
CL is to download document from HMRC website for completion & then signature by Peter Miller to resolve issue re authenticated signatures for Gift Aid claim.	CL
CL has attempted to open a new Paypal account with existing email address, which Paypal would not allow. He will make a further attempt with a new email address.	CL
Item 9: It was confirmed that the next new members' coffee morning would be held at 10am on 24 February at the Toby Inn, Kings Norton. ML will send VH the names & contact details of new members to be invited (one of whom does not have email). VH to book the venue.	ML/VH VH
LB had written to the manager of St Nicolas Lodge advising that KNu3a would not be looking to use it as a venue in the short-term – but see item 9 below.	
Item 10: LB has updated contact details on the website for National Office use. Details of the venue for our general meetings not accurate, but system would not allow her to record correct details.	

Item 11: LB has costed publicity materials. She will check information/pictures/data available on the national templates. Committee to consider further whether to order or make own arrangements for printing items. **Item 12:** CL has purchased whisky gift for auditor.	LB
4. Chair's Report (VH) VH advised that a Network meeting was being planned for February. The meetings had previously included Chairs & Vice-chairs, but it was agreed that it would be useful to include IG Coordinators. VH noted that security had already been identified as an issue for discussion – see item 6 below.	
5. Balsall Common Recruitment workshop & Regional Events (VH/LB) PG has already registered. VH had not been able to register, but would try again given the recent email from Jean Jackson promoting it. It was agreed that the committee would consider offering to host a regional event. LB will share the regional newsletter that she had received and suggested that VH could consider forwarding it to members with the email/letter to be sent about the general meeting.	LB/VH
6. Scam Emails using website data (VH) VH had circulated the response from National Office concerning the recent incident of scam email messages sent to certain committee members using the website messenger function. It was clear that National Office did not consider it a serious problem, but VH asked whether KNu3a should take action to increase security on its website regarding email links. She intends to discuss the issue of security with u3as in network. ML suggested that the committee should await the change of website to Wordpress, which would provide different arrangements.	
7. Treasurer's report (CL) CL had circulated a financial report for the month end to 31 December 2023 prior to the committee meeting. He noted that reserves at 31 December were £6,011. As at 13 January, after all known costs to date settled, the bank balance was £5,647 compared to £3,850 at the same time last year. Outstanding issues concerning the Gift Aid claim and resolution of the Paypal account position were discussed under item 3 above. CL has submitted the Annual Return to the Charity Commission, including confirmation that KNu3a has a number of procedures/policies in place, a requirement designed to protect the charity's assets and integrity. These include procedures/policies on the following: Internal financial control; Safeguarding; Complaints; Serious incident reporting; Internal risk management; Trustees expenses; Trustee conflicts of interest; Bullying & harassment; Social media and Engagement of external speakers at (any) event. It was noted that National Office has policy documents covering these areas, which the u3a can adapt as appropriate.	
LB will get documents together for the next committee meeting. She also drew the committee's attention to the reference in the recent National Office newsletter to a new model constitution, which the committee will need to consider. CL had provided a review of the position for Interest Groups at the end of December, noting that no group was running an unsustainable loss. Hire charges at BQMH had increased with effect from 1 January and groups using that venue would be asked to consider increasing their fees. Groups could be supported in the short term if this was not immediate or if there was a temporary reduction in attendance due to bad weather/illness.	LB

It was noted that the current advice to IGLs is that they can charge upto £3.00 per meeting, but that that limit may need to be reviewed and revised to £4.00.

8. Interest Groups (PG)

PG reported that for

- January
  Media Motivators, led by Trish Cresswell with input from Jean Mortimer, on the 4th Monday of each month at the IGL's house. First meeting on 22 January 2- 4pm. There will be a small charge for tea/coffee.
- February
  Italian Group – Cinzia will speak to the manager of the Bulls Head about the projector screen in the upstairs room and report back to PG after the group's February's meeting
  Lunch Group – PG will be issuing invite to Sunday Carvery at The Crown, 291 Alcester Road on 22 February. Venue has car park and access to bus services. She will be asking group members for recommendations for March lunch.
- March
  Sign Language, led by Sheila Jones at the Loco Lounge, Kings Heath. There will be no charge for the venue, only for purchases. Date & time yet to be determined.

BB noted that another Philosophy Group may be started by Colin Loach.

HK reported that she had now cancelled the hire of the Selly Oak QMH venue for the History Group because it was not financially viable. The group will continue to meet via Zoom, following its successful Zoom meeting on 9 January.

9. St Nicolas Lodge for Interest Groups? (LB)

PG is exploring the possibility of using the residents' lounge at St Nicolas Lodge for a Coffee Morning Group. She is meeting with member Val Stowell, a resident of St Nicolas Lodge, to establish whether the venue is suitable and if Val will host a first meeting of the group. PG

BB noted that IGs from KHu3a had met in the residents' lounge of premises owned by the same company in KH. The lounge had proved unsuitable for the discussion groups but may be suitable for a coffee group.

10. Membership: Paypal, renewals, subscription increase? (ML)

ML advised that there are currently 297 members.

The renewal process will begin from 1 March and she is hopeful that members will be able to renew online using Paypal by then.

She sought a committee decision on the level of subscriptions for 2024/5. Whilst KNu3a's reserves are in a better position than at the same time last year (as noted at item 7) it was agreed that additional costs in the next year for capitation/magazine/room hire could not be ruled out and that in principle it was better to make a small increase now to avoid a large step increase at a later date.

The committee accepted a proposal that the subscriptions for 2024/5 should be:-

Member - £23 pa
£12 ½ year

Associate member - £21pa
£11 ½ year

It was agreed that further consideration should be given to additional fees/charges to members who require postal communications, due to the costs incurred.

11. Wordpress, possible working group (ML/VH)

The development of Wordpress is continuing.
ML advised that she would do the migration (possibly April) and was working on the Wordpress help desk, but she is keen to let go of the website work.
LB will take on the role of deputy, though that is not as yet an active role. She had attended a training session which had provided an overview of the project, and noted that there was a very good basic handbook.
VH noted that it is intended to establish a working group to support ML.
So far Roger & Anne Jones have volunteered their involvement.
ML advised that KNu3a had signed off the terms & conditions and would be one of the early converters. CL noted that on that basis KNu3a would not pay anything for the first 12 months.

12. Beacon

AJ reported that Beacon continued to function smoothly. She noted that there was a newsletter produced bi-monthly, available on the Beacon website, but offered to send a copy to VH. AJ

13. Any other business (All)

It was agreed to put arrangements for website/FB/Beacon training sessions for IGLs on the agenda for the February committee meeting. LB

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14. Date of next meeting

2pm Tuesday 20 February 2024 at Bournville Quaker Meeting House.

The meeting ended at 4.30 pm.