

Kings Norton & District



Minutes of the Committee Meeting

Tuesday 16 May 2023

Present: Vicki Hone (Chair) Beryl Blood, Lorna Brown, Pauline George, Helen Kempster, Chris Locke, Margaret Lusher, Pauline Amor.

<p>1. Welcome & Apologies (VH) VH welcomed all to the meeting. There were no apologies.</p>	
<p>2. Minutes of the February meeting (VH) The minutes were agreed.</p>	
<p>3. Matters arising (VH) Item 3: <u>Item 3:</u> LB had taken the u3a mugs to the May AGM but none had been sold. <u>Item 10:</u> LB had not yet checked further concerning the issue of insurance cover for non-u3a members attending IGs on a taster basis. She would take the opportunity to raise the issue if possible at a workshop on Contingency Planning that she was attending. CL advised that for insurance purposes it was important that contracts for the hire of venues should be with the u3a, rather than individuals. It was noted that, historically, IG Leaders countrywide had made their own hire arrangements. VH reported that she wanted to start a consultation with members over the next month on an Inclusion Policy for KNu3a. She had spoken to Jane Evans, who is willing to transition her role from Welfare Officer to a new role of Accessibility Officer.</p> <p>Item 9: LB reported that Roger Jones is printing the Emergency Contact Cards in batches and will advise her when they have been completed. LB has passed CL's email address to RJ for invoicing and payment purposes.</p>	<p>LB</p> <p>VH</p> <p>RJ/LB RJ/CL</p>
<p>4. Chair's Report, including Chairs' workshop VH had circulated notes issued by u3a following a Beacon training session for Chairs and Vice-Chairs on 26 April. She noted the recommendation that the Beacon Administrator should be on the Committee (co-opted if not already a member) and that they attend at least once a year to report on their role. Anyone dealing with member data should be on the committee so that they can benefit from the Trust's trustee indemnity insurance. VH will discuss this recommendation with Anne Jones, KNu3a Beacon Administrator. VH is the Deputy Administrator. It is also recommended that u3as appoint a nominated data protection officer to support safe and proper data handling within the u3a generally. ML confirmed that KNu3a now has a Demotown site which she will look at.</p>	<p>VH</p> <p>ML</p>

It was agreed that the next training session arranged for IG Leaders should include the use of Beacon and introduction to the Demotown site.

VH also drew the committee's attention to the u3a workshops which are available – LB had circulated details of those for May.

5. Proposed National u3a Council and Resolutions for National AGM

LB reported that Jean Jackson, newly elected West Midlands Trustee, is participating in the proposed new National u3a Council. This initiative is a response to the huge opposition to an increase in capitation charges last year. National Trustees consider that poor communication with members was a significant issue. LB did not, as yet, know how the Council will be constituted or what powers it would have.

The deadline for resolutions for the National AGM, to be held in October 2023, is the end of May. Resolutions must be seconded by another u3a. Any u3a member may attend the AGM in person or online.

6. Inclusion Policy

As noted at Item 3 above, VH advised that she intends to commence a consultation process over the next month to develop an Inclusion Policy for KNu3a.

7. Treasurer's report (CL)

CL had circulated a financial report for the month end to 30 April 2023 prior to the committee meeting.

He noted that there had been very few transactions in the period, as he had worked to ensure that everything that was relevant to last year had been dealt with by the end of March. The April accounts were not, therefore, very meaningful. There had been a small amount of membership subscriptions and small expenditure.

He had received bills for Beacon use and Capitation based on membership numbers of 309 and 303 respectively, which did not correspond with the number of members at the end of the renewal period. LB advised that the return for membership numbers had been submitted on 28/29 April to comply with the deadline by end of April.

As discussed at the last committee meeting, CL noted the very tight timetable for dealing with end of year accounts and proposed moving the AGM to June each year. LB advised that the KNu3a constitution required that an AGM was held once in each calendar year. It was agreed that the AGM for 2024 should be held in June and that LB would write to all members to notify the change of date in October 2023.

VH stated that the deadline for lapsing members should be brought forward to 28 April to address the issue of reporting membership numbers to National u3a.

CL advised that

- Gift Aid was due to be claimed;
- there was a credit note from National u3a to be offset against this year's bill for TAM, which was presumably due to members opting out of paper copies of the magazine; and
- there was a £5 donation figure from Amazon Smile.

8. Retention of u3a members information (ML)

Further to the discussion at the last committee meeting, ML sought agreement concerning the extent of documentation she should retain. On taking up the role of Membership Secretary, she had been given membership application forms dating back to 2017.

It was agreed that she should weed out documentation for non-members since 2022, keeping the documentation for those who had been members last year and current members.

LB

ML

<p>9. Membership and renewals (ML)</p>	<p>ML advised that there are currently 279 members, of whom 18 are associate members. Only 3 associate members belonging to Harborne & Edgbaston had renewed, there are still 14 associate members from Kings Heath & Moseley. Members of the Network u3as did not need to have associate membership unless they wanted to attend KNu3a general meetings, being able to attend KNu3a Interest Groups where there is capacity.</p> <p>There have been 26 new members since 1 March. ML is aware that 9 members will definitely not renew, and there were a further 25 renewals outstanding. The non-renewal rate represents a 10% loss in membership.</p> <p>ML also sought clarification on website issues: Details of speaker for 4 July – see item 13 below. Role of Vice-chair – VH confirmed that no one had come forward prior to the AGM for the role, but that now was the time to write to members to encourage more to come forward to join the committee. VH advised that she also wanted to set up an Events team to work on the year’s plan. The team would report into a committee member.</p>	<p>VH VH</p>
<p>10. Status of network members attending Interest Groups (VH/All)</p>	<p>The process for checking the status of individuals wishing to attend Interest Groups as members of the network needed clarification.</p> <p>PG advised that if someone asked about attending a KNu3a Interest Group on this basis, she checks with the relevant u3a Interest Group Coordinator to confirm that the individual is a current member of that u3a.</p> <p>VH advised that she will call a Network Chairs’ meeting to discuss the process for checking the status of members wishing to attend Interest Groups within the network, given that the u3as cannot share membership data. They needed to consider what involvement the Membership Secretaries /IG Leaders/IGL Coordinators should have.</p> <p>ML noted that she would include advice that members may need to show their membership card to attend Interest Groups as a network member, on new cards.</p>	<p>VH ML</p>
<p>11. Interest Groups (PG)</p>	<p>PG had raised concerns that IG Leaders needed to be aware where members of their IG had not renewed as they were not now entitled to attend IGs unless they were a network member. Accordingly, she had emailed all IG Leaders with details of members in their IG who had not renewed.</p> <p>VH said that she would write to IG Leaders about the attendance of non-members.</p> <p>PG circulated a redraft of the article for Bourneville Pages, which included a more recent photo of the Lunch Group, and invited committee members to consider and comment upon further to the meeting. In the meantime it was agreed that an alternative photo should be found.</p>	<p>ML All</p>
<p>12. AGM (LB)</p>	<p>LB reported that Allan Walmsley had advised her that the committee should have asked the membership to vote on the increase of membership subscriptions before introducing it. She noted however that there was nothing in the KNu3a constitution that required such a vote.</p> <p>Allan Walmsley and Paul Smith had advised that they could hear the proceedings at the May meeting very well, even sitting at the back of the hall. This confirmed that the loudspeaker was working ok, and that the correct use of the microphone was critical.</p> <p>LB had prepared a new version of the to do list for future meetings, which will be put on the document list.</p>	

13. June and July meetings (VH/PA)

Marcus McCormick is confirmed for 6 June general meeting to talk about the Highway Code and Advanced Driving.

VH advised that she had hoped to arrange for Gary Sambrook, MP for Northfield, to speak at the 4 July general meeting. He is chairing a recently established All Party Committee on informal learning. Unfortunately, he is unavailable on Tuesdays. (It was noted that we could him offer a Zoom meeting with the committee.)

VH asked PA to contact Roger Browne for his talk on Scott Joplin for the 4 July meeting.

PA

LB noted that she had forwarded details of talks by Guide Dogs, though recognizing a need to be careful of too many charity talks. She suggested that PA contact Harborne & Edgbaston and Kings Heath & Moseley for ideas/contacts for talks.

PA

14. Any other business (All)

None

15. Date of next meeting

2pm Tuesday 20 June 2023 at Bournville Quaker Meeting House.

The meeting ended at 4.15 pm.