

# Kings Norton & District



## Minutes of the Committee Meeting

Tuesday 18 April 2023

**Present:** Beryl Blood, Lorna Brown, Pauline George, Helen Kempster, Chris Locke, Margaret Lusher, Pauline Amor.

### 1. Welcome & Apologies (LB)

LB welcomed all to the meeting. Apologies had been received from Vicki Hone, Acting Chair. In her absence LB would chair the meeting.

### 2. Minutes of the February meeting (LB)

Amendments were noted as follows:

**Item 9 :** ML was to send a list of new members to VH, who would invite those members to the coffee morning on 22 April at the Toby Carvery.

The minutes, as amended, were agreed.

### 3. Matters arising (LB)

**Item 3:** LB apologized for not taking the u3a mugs to the April general meeting but would take them to the May (AGM) meeting. LB

**Item 5:** Jean Jackson had been elected as the new West Midlands Trustee. LB noted that Jean was very keen to promote regional networks.

**Item 10:** LB had found no information concerning the issue of insurance cover for non-u3a members attending IGs on a taster basis within the insurance document held. She will write to the National u3a office for advice. LB

LB reported that VH is keen to pursue the issue of Accessibility. She has suggested that a subgroup be set up in June to work with Jane Evans, perhaps, in a new role of "Accessibility Officer", to consider the national policy document and draw up a KNu3a policy document for consideration by the committee.

**Item 11:** PG attended the Harborne Spring Fair on Wednesday 5 April. She reported that it had been organized slightly differently from the KNu3a, with IG Leaders sat at small tables to engage in conversation with members/potential members. Harborne u3a has very similar IGs to KN, though there are as many as 7 Book Groups and also a Science Group.

### 4. Treasurer's report (CL)

CL had circulated a financial report for the year end to 31 March 2023 prior to the committee meeting. It is his recommendation that these figures go forward to the AGM, albeit in a slightly different presentational format.

CL noted his concern regarding the logistics of getting the accounts independently reviewed in time for issue to members prior to the AGM on 2 May. It is a tight timetable from year end at 31 March, acceptance of accounts by committee (April), independent review and then issue to members of reviewed accounts prior to a May AGM. It was

noted that both Kings Heath & Moseley (KH) and Harborne & Edgbaston (H) u3as had recently changed the timings of their AGMs, and that a June AGM would also enable a better understanding of the position on renewals. LB advised that she would check the constitution and contact KH u3a about the change. She advised CL that if he wished to change the date of future AGMs, he could bring a proposal to the next committee meeting.

LB

CL

CL noted that the reserves at 31 March 2023 (at £7,730) were higher than at 31 March 2022.

The significant different (lower) membership income for 2022/23 can be explained by the timing of receipts

- The 2021/22 figure includes delayed membership fees from the previous year; and
- 55 membership renewals were still outstanding at 31 March 2023.

Reserves had built up previously because membership fees had been paid, but there had been no meetings, and therefore no attendant meeting costs. KNu3a was back to full meetings.

KNu3a costs could be broadly split:

- 1/3 central costs – capitation, magazine and insurance
- 1/3 general meetings; committee meetings & sundries
- 1/3 unallocated

CL considered that as long as renewal levels were not problematic, given the £4 increase the KNu3a was better placed than at this time last year.

The acceptance of the accounts was proposed by BB and seconded by PG.

CL advised that he has kept the PayPal account empty – transferring receipts into the Barclays account, thereby keeping all funds in one place. There is currently a problem with the PayPal account – the account is being operated by totally different people than on PayPal’s records. CL stressed the importance of keeping details of the financial officers of the Trust upto date, otherwise the financial institutions can and will freeze an account. He noted, in summary, that he has updated the Charity Commission records; has a problem with PayPal; and is in the process of updating the Barclay’s account (filling in a 14 page questionnaire) – the key persons on the account will be CL (Treasurer); LB (Business Secretary) and VH (Chair).

#### 5. Retention of u3a paperwork (LB/ML/CL)

LB noted that the general principles of the GDP regulations were that we should only keep those records that we need to keep in order to function and those which we were legally required to do so.

CL noted that the general consensus was that financial records (eg invoices, bank statements) should be kept for 6 years.

Personal records should not be kept beyond that which is needed in order for the u3a to function. ML noted that she had been given membership application forms dating back to 2017.

It was noted that Beacon currently held details of members who had failed to renew in 2022.

LB suggested that ML bring a proposal to the next meeting. LB will speak to VH and invited committee to consider whether there was any other material of concern.

ML/LB

#### 6. Membership and renewals (ML)

ML advised that membership numbers totalled 307, with 55 renewals outstanding. The reminder she had issued at Easter had brought some renewals in.

<p>She will issue a further reminder advising that if not renewed, membership will be lapsed 30 April and that they will not be able to attend the AGM. She will also ask them to let her know if they are not intending to renew. [CL noted that KNu3a had paid capitation fees for 263 members last year]</p>	ML
<p><b>7. New members' coffee morning (LB/ML)</b> 8 new members had confirmed that they would be coming to the coffee morning at the Toby Carvery on Saturday 22 April. LB will check with the Toby Carvery that the venue has been booked. Given the relatively low numbers of new members attending, VH will confirm the attendance of individual committee members on her return from holiday.</p>	LB VH
<p><b>8. Interest Groups and Roger Jones' concerns about non KN members (PG/LB)</b> PG had previously shared email correspondence from Roger Jones concerning administration of IGs where there are non-KNu3a members (ie Network members) and the limitations of Beacon. After discussion, LB advised that she would write to RJ advising him that the committee had discussed his concerns but that the limitations of Beacon in this respect cannot be fixed and IG Leaders need to deal with the Network, given the opportunities it provides members which the committee, including VH, are keen to promote. It was agreed that IG Leaders' use of Beacon would be discussed at the next committee meeting. In the meantime, ML will look at the Beacon training available. It was also noted that the newsletter was issued using email addresses on Beacon.</p>	LB  Comm ML
<p>PG noted that a u3a course "Running Discussion Groups" that she had been booked on had been cancelled due to lack of interest. It was agreed that when PG is advised of another date for the course, she should share the date with the committee and IG Leaders.</p>	PG
<p><b>9. Emergency Contact Cards (All)</b> Roger Jones' offer to produce cards at 3p per card, or provide template for members to produce their own, had been deferred for discussion from the previous committee meeting. It was agreed that RJ be asked to produce 300 cards.</p>	LB
<p><b>10. May meeting and the sound system (ML/All)</b> ML had received a complaint from a member about not being able to hear the April speaker. LB noted that she and VH had experimented with placing the system speaker at the back of the hall, which appeared to work well, albeit the hall had otherwise been empty. If the speaker was to be located at the back a member of the committee would have to sit with it because the cable would be across the floor. Philip Caines, who spoke at the April meeting, had made reference to a wireless system used at one sports hall venue, but that was not an option without a WIFI connection, which has been ended at St Josephs. ML advised that she was joining a u3a Let's talk tech session on sound systems which she would report back on.</p>	ML
<p><b>11. May meeting and AGM (All/LB)</b> LB had circulated a checklist for arrangements for the AGM on 2 May, drawn up by PA, for discussion. LB has already drawn up a timetable for the notifications and distribution of papers required for the AGM. She will provide a list of apologies for PA. CL has arranged for the hire of the hall from 1pm for set up by the committee, and arrival of members for 2pm. It was agreed that members would collect their own tea &amp; coffee as</p>	LB

<p>usual on arrival in the hall. Cake and biscuits (enough for 80, orderable from Sainsburys) would be set out on a table to the rear of the hall.</p> <p>VH will purchase table clothes and serviettes. She has invited all those committee members who can make it, to attend the hall on Wednesday 26 April to decide on the hall layout.</p> <p>LB has written to Stella Wood for information about the volunteers for refreshments and advice about serving cakes etc. She has also written to Paul Smith for advice about the playing of music. She is awaiting replies from both.</p> <p>BB has made bunting for the decoration of the hall and will assess its usage when in the hall for Crafternoon on 21 April. PG has produced some photos of Charles &amp; Camilla for display.</p> <p>HK will send the quiz she is devising to ML, who will read out the quiz for individual completion. HK to produce numbered answer sheets. ML will also read out the answers for self-marking. ML will purchase commemorative tins of biscuits for prizes. Availability of pens to be checked in store cupboard.</p> <p>LB to look out notices about the taking of photos during the event – as PG will otherwise need express permission.</p> <p>LB will update and distribute the check list in accordance with the above discussions and those on 26 April concerning the hall layout.</p>	<p>VH All</p> <p>BB</p> <p>HK/ML</p> <p>ML LB? LB</p> <p>LB</p>
<p><b>12. June meeting: PhD student (LB)</b></p> <p>The committee had previously discussed inviting an Oxford PhD student, conducting research as to why people stopped taking prescribed medicines, to the June general meeting to talk to members.</p> <p>LB advised that the PhD student's schedule for the research work did not enable her to engage with KNu3a members after May.</p>	
<p><b>13. Any other business (All)</b></p> <p>HK advised that she would issue the newsletter to members this week.</p>	<p>HK</p>
<p><b>14. Date of next meeting</b></p> <p>2pm Tuesday 16 May 2023 at Bournville Quaker Meeting House.</p> <p>The meeting ended at 3.50 pm.</p>	