Kings Norton & District

learn, laugh, live

Minutes of the Committee Meeting

Tuesday 16 April 2024

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

1. Welcome & Apologies (VH)

VH welcomed all to the meeting. ML had sent apologies. Graeme Lanfeare was to join the meeting as an observer as soon as he was free.

2. Minutes of the March committee meeting (VH)

The minutes were agreed.

3. Matters arising (VH)

Item 3 (Matters arising at March Meeting):

LB had requested the removal of the information about the Theatre Group from the Bournville Pages KNu3a entry. It was agreed that KNu3a would renew its listing entry in the publication for a further 6 months at a cost of £60. This covers inclusion in the Bournville & South Birmingham editions with a total circulation of c 12,000 households.

LB will also enquire about the costs for whole/half page adverts. LB

In order to aid targeting of future promotion, it was agreed that those applying for membership should be asked how they had heard of the organization (including if possible online applicants).

Item 9:

ML had purchased more stamps.

Item 10:

PG is continuing with the setup of the Coffee Morning & Tea Afternoon Group – HK has volunteered to act as host at the Colanzo morning and PG is in the process of getting further volunteers. HK PG

4. Chair's Report (VH)

AGM

LB will work out a timetable for the issue of request for nominations, questions from members & papers etc for the AGM – in principle working back from the AGM date of 4 June. Date for issue of papers for the meeting is at least 21 days prior to the meeting (ie 14 May). LB

LB confirmed with the committee that there were no issues that needed to be raised with members for discussion at the AGM.

VH noted that she will not be able to attend May Committee meeting.

CL to arrange for hall to be hired from 1pm on 4 June to enable set up for the meeting which will include: CL

- Talk by Allan Walmsley (Jean Jackson unable to attend as previously planned)

• AGM • Social event to mark 80th anniversary of D Day including refreshments (cakes), music (D Day Darlings CD/USB) & historic display information. Bunting had also been offered. PA to check with AW as to what equipment, if any, he requires.	PA
Proposed Committee Structure for 2024/25 Following a meeting between VH, LB and BB to look at options for taking the committee forward, VH had circulated a proposal for a new committee structure for 2024/25: to include 5 officer roles (including 2 vice-chairs) and 4 non-officers, plus upto 3 vacancies for non-officers and supporting volunteer teams (Kitchen, Hall, Events already in place and possible Website/Social Media Team). • LB would continue as Business Secretary, under exceptional circumstances in order to mentor and handover during year to a successor, once identified. • Vice Chair (1) with special responsibility for Membership Secretary (ML) • Vice Chair (2) with special responsibility for Interest Groups (PG) • Current Chair, Treasurer and 2 non-officers to continue (VH, CL, PA & BB respectively) • Existing non-officer who has completed term in role to stand down but continue as Newsletter Editor (HK) • Potential committee member nominations – AJ (currently coopted as Beacon Administrator) and GL.	
Volunteer List (BB) BB gave details she held for volunteers within the Kitchen and Events Teams. LB will check the current Kitchen Team membership with Stella Woods.	LB
In addition, Jane Evans is the Accessibility Officer, 2 members had volunteered to act as “Meet & Greeters” at general meetings, though it was noted that it did not appear that they were doing so at recent meetings. VH is hoping to establish a Website/Social Media Team to help/takeover from ML and it was noted that Anne and Roger Jones had already expressed an interest. VH to send HK information about Jane Evans’ role as Accessibility Officer for inclusion in the next Newsletter – deadline for contributions 27 April.	VH
It was also agreed that HK should ask members for photos for the new website page – there would be a competition with 3 prizes of £25 each for photos of Bournville; Cotteridge and Northfield. Members to be asked to submit the photos to HK by 17 May for consideration at the committee meeting on 21 May.	HK
5. Treasurer’s Report and Accounts for 2023/24: for approval CL had circulated a financial report for the year end to 31 March 2024 prior to the committee meeting. The overall position remains good. He noted that reserves at the end of the year were £10,781, almost £3,000 more than at the same time last year. In addition, the Gift Aid receipt is outstanding and CL will submit a claim to the end of March 2024 - £1,156 plus that due since May 2023.	CL
In summary, costs for venue hire and Central Office/ TAM magazine have not increased as were expected. In addition the Wifi contract has been terminated, which saved money. The ongoing issue with Paypal has meant that membership renewal fees have been collected by other means, thus avoiding commission charge costs. Membership fees were increased by £1 from 1 April in anticipation of costs increasing. Extra money had been spent on speakers and on catering – ie improving experiences for members. The accounts for 2023-24 were agreed by the committee.	CL

	CL to purchase M&S vouchers to the value of £25 for each of the Kitchen team staff, in time for the June AGM. CL has submitted the paperwork signed by Pete Miller and Alan Keepax to Paypal and HMRC in order to resolve the outstanding issues with each organization.	
6.	**Membership renewals** ML had circulated a report prior to the meeting. As at 13 April there were 303 members, though that figure included 44 members whose renewal was outstanding. 8 members had advised that they would not be renewing (for various reasons: moving away, ill health and other commitments). 7 new members had joined during the renewal period. LB will submit the Annual Return to National Office – number of members (not including associate members) at 31 March 2024 = 275. Capitation fee at £4.00 per member amounts to £1,100.	LB
7.	**New website: training** ML had submitted a report prior to the meeting. The upgraded website is now up and running. IGLs have been asked to check their pages and advise of any corrections necessary, and ML has made any amendments that they have requested. ML has given some training (PG and Jeanette Mortimer) and has more arranged (for HK and Val Stowell). She suggests rolling out the training in May, possibly at Bournville Quaker Meeting House (wifi available) to facilitate a larger group. The committee acknowledged that ML had spent a great deal of time and effort in the development of the new website, both for KNu3a and in contributing to working groups, and agreed that CL should organize the purchase of flowers as a token of appreciation, particularly as she was at present unwell.	CL
8.	**April general meeting (All)** CL had contacted Lorraine to request St Joseph's and St Helen's church hall from 1.30pm for the April and future general meetings. On Monday 1 April, whilst he was away, he received an email advising that decorators would be in the hall all week, but would clear away at lunchtime on Tuesday so that our meeting could go ahead. In the event, committee members arrived to find work continuing with decorating materials throughout, furniture items moved into the centre of the hall and fire exit doors being painted. The workmen had not been advised of our hire but were amenable to curtailing most of their work and helped to clear items in the centre of the hall. The kitchen had to be cleaned before the Kitchen team could prepare drinks; the small room was unavailable for reception and the fire doors remained open, being painted/drying. The meeting went ahead but the hall was unclean and cold and there were potential safety issues. It was agreed that CL should contact Lorraine concerning the hire charge for the hall – either waiver of, or at very least discounted.	CL
9.	**Speakers: Future bookings, May meeting, Payment procedures (PA)** PA had booked speakers upto and including April 2025. The Humphries would be giving their Outer Circle Tour talk on 7 January 2025. Chris Rice will give his talk on James Watt at 7 May meeting. PA had also received email correspondence from Rebecca Garnett a PHD researcher carrying out research with Oxford University. Her current research concerns people's experiences with blood pressure medication and is a follow-on survey study to that for which she had been in contact in 2023 (deprescribing of medication). In 2023 the committee had agreed that she could speak at the June general meeting and distribute	

	her survey then but, in the event, that was too late for her timetable. After discussion it was agreed that she would be offered the opportunity to distribute the survey via a link in a message to members from the Chair, but not a presentation at the May general meeting as requested. PA to write to her.	
	PA sought clarification as method and timing for payment of speakers. Historically speakers had been paid by (cash), cheque or BACs. It was agreed that in future speakers would be paid by BACs following their talk, or exceptionally cheque but not cash. This approach would be included in KNu3a’s policy for speakers (see item 10 below) and the guidance document issued to speakers. PA noted that the Humphries had included terms for payment for their talk in January 2025 and it was agreed that they would be paid, by exception, by cheque at the venue.	PA
10.	**Policy on organisations suitable to be invited as speakers (CL)** CL advised that he would be drafting a policy on the use of external speakers, as required by the Charity Commission. It was noted that the national office did not yet have a template policy document. The policy needs to include KNu3a’s approach to selecting speakers in line with the CC’s guidance including that on the avoidance of inviting inappropriate speakers. CL and PA will liaise on the preparation of the draft policy.	
11.	**Interest Groups (PG)** PG reported that all Interest Groups appeared to be running ok. The Philosophy of Life Group was now meeting in Kings Norton library. PG will liaise with ML to organize website training for IGLs as per item 7 above.	CL/PA
12.	**Future of Board reorganization survey** U3a groups have been asked by National Office to complete a survey by 22 April about the consultation of members concerning the proposed governance changes – whether members had had an opportunity to learn about the changes and whether their u3a was broadly supportive. VH will write to members to inform them of the proposals and invite them to make comment. LB will draft paragraphs concerning the current arrangements and proposed changes for VH. The committee agreed that it was important that the proposed Board/Council arrangements enabled the Council to have sufficient influence in order that it could effectively look after the interests of u3a groups.	PG/ML VH LB
13.	**Allan Walmsley: possible proposal for candidate for national chair (VH)** AW has advised that he is considering standing for Chair of the u3a Trust Board, but requires the proposal of KNu3a as his home u3a. The committee discussed his candidature. PG proposed that the committee approve such proposal; BB seconded it and the committee unanimously approved the proposal of AW as Chair of the u3a Trust Board.	
14.	**Any other business (All)** None.	
15.	**Date of next meeting** 2pm Tuesday 21 May 2024 at Bournville Quaker Meeting House. The meeting ended at 4.50 pm.	