Kings Norton & District

learn, laugh, live

Minutes of the Committee Meeting

Tuesday 21 May 2024

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

1. Welcome & Apologies (LB)
LB welcomed all to the meeting and, in the absence of VH who had sent her apologies, advised that she would be chairing the meeting.

2. Minutes of the April committee meeting (LB)
Subject to LB checking the level of detail required at Item 8, the minutes were agreed.

3. Matters arising (LB)
Item 3 (Matters arising at April Meeting):
LB had established that the cost of a single half-page advert in Bournville Pages is £85 and additional £510 for 6 months. CL advised that KNu3a could afford the cost but questioned how effective such advertising might be in attracting new membership. ML noted that the limited information available was that new members had learned of the group from friends or the website. She suggested that an advert could be placed in September and/or October's edtition, at a time when people may be looking for interests for the winter months, and check for effectiveness. LB will enquire as to timescales and format for placing an advert. LB
Item 6:
LB has submitted the Annual return to National Office. CL will await the request for capitation fees.
Item 13:
A formal nomination form for KNu3a's nomination of Allan Walmsley for u3a Chair has been received. His nomination has been seconded by Balsall Common. It is understood that he is not the only candidate.

4. Treasurer's Report and Accounts for April 2024 (CL)
CL had circulated a financial report for the year end to 30 April 2024 prior to the committee meeting. The month's figures on their own are not significant. Costs relating to 2023/4 of £643 were paid after the end of the financial year (Easter weekend).
He noted that the reserves at the end of the year of £10,781, have increased by £870 to £11,651. 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.

In summary, KNu3a's finances are in a good position.
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

issue with Paypal has meant that membership renewal fees have been collected by other means, thus avoiding commission charge costs. Membership fees have been increased in anticipation of costs increasing which has not as yet transpired. Extra money has been spent on speakers and on catering – ie improving experiences for members and the group has capacity to do more. As a charity, the Charity Commission requires KNu3a to have reserves at least equivalent to a year's costs. VH can now send out the audited accounts and note to members.	VH
5. Paypal: future of the account (CL) CL has now resolved the outstanding issue with Paypal, following submission of the paperwork signed by Pete Miller and Alan Keepax. He has been able to transfer all funds held in the Paypal account to the Barclays Bank account, and sought the view of the Committee as to whether the Paypal account could/should be closed. The view of the committee was that there was no need to restart the facility of paying for membership/renewal online by Paypal and that the account could therefore be closed, subject to agreement by VH.	VH
6. Membership (ML) ML advised that there are currently 276 members. 18 new members had joined since 1 March. The last new members coffee morning had been on 24 February and it was agreed that another coffee morning should be held in June/July. LB to check with VH for potential date(s). The committee recorded its thanks to ML for all her hard work on membership and the website.	LB
7. New website: committee photos and training (ML) ML had completed more 1 to 1 training with some IGLs, following her email advising all IGLs that the new website had gone live and that she would provide training. She did not intend to provide group training sessions, previously suggested as possible at BQMH, as she felt 1 to 1 was more effective. She would write out again to offer training to the remaining IGLs. ML agreed to send PG the code for the IT Crowd, for Trish to access the group's page. ML has joined the u3a's Webmasters' Users Group. It was agreed that the issue of Committee photos would be dealt with after the AGM had been held.	ML ML
8. AGM and June general meeting (LB/All) The AGM papers had been sent out to members. LB will send details of the AGM arrangements to the Committee. CL will send VH an explanatory note for the annual accounts. PA will provide music from the D Day Darlings, and equipment to play it. VH has advised that the Events Team has the organization of the room set out and refreshments in hand. There was some discussion about the timing of tea/coffee and arrangements to avoid the Kitchen Team needing to wash-up cups during the meeting. CL confirmed that a budget of £100 had been agreed, with an expectation of catering for approximately 80 (there were 67 at the last AGM). HK will provide displays with information about D Day, Kings Norton at war and rationing. VH has advised that Sandy Miller has contacted Lorraine for a hire start time of 1pm.	LB CL PA HK

	LB confirmed that she had received nominations from the Committee, but no new nominations.	
9.	**Speakers: Future bookings, policy document, Oxford survey (PA/CL)** PA had booked speakers upto and including April 2025, as previously advised. She was now looking to book further into 2025. HK suggested a speaker that had recently given an interesting talk to the Kings Norton History Society on the history of the Bull Ring, and offered to forward his details to PA. CL will look at the drafting of the Speaker Policy document. PA offered to forward details of the Charity Commission's advice. That is set in the context of suitable speakers and the risk of terrorist/unsuitable speakers. The Committee would also want to include issues re budget/payment etc. Following the last Committee meeting, PA had written to Rebecca Garnett to offer her the opportunity to distribute her blood pressure medication survey via a link in a message to members from the Chair, but not a presentation at the May general meeting as she had requested. PA has so far received a holding response, with Rebecca advising that she would be in contact further when the survey was available online.	HK PA
10.	**Interest Groups/ Coffee Group (PG)** PG noted the sad death of Pat Reynolds and advised that she had sympathy cards to her daughters. Jane Evans has also been asked to send cards to other unwell members. PG reported that Interest Groups appeared to be running well. She is encouraging members to host more coffee mornings and tea afternoons, following the very successful coffee morning at Colanzo, hosted by HK. Jan & Geoff have volunteered to host a monthly coffee morning at their retirement apartments development site at Longbridge. LB suggested that the Committee should explore what other facilities it had, for promotion of KNu3a. PG will email these meetings to all. Her aim is to have coffee mornings/tea afternoons/lunches once a month on a different day/week. The Keyboard Group is not meeting and has been removed from listings. LB noted that the numbers attending the Italian group had dropped but PG advised that Cinzia is not concerned.	PG
11.	**Any other business (All)** AJ asked whether those nominated as Vice-chairs with special interests (ML – membership, PG – IGs) would be interested in further training on Beacon. She will send them information she had received yesterday about training in June, though it may be too late as there is always high demand.	AJ
12.	**Date of next meeting** 2pm Tuesday 18 June 2024 at Bournville Quaker Meeting House. The meeting ended at 3.45 pm.	