Kings Norton & District

u3a
learn, laugh, live

Minutes of the Committee Meeting

Tuesday 21 January 2025

Present: Vicki Hone, Pauline Amor, Beryl Blood, Lorna Brown, Pauline George, Anne Jones, Roger Jones, Graeme Lanfear, Chris Locke, Margaret Lusher, Val Stowell.

1. Welcome & Apologies (VH) VH welcomed all to the first committee meeting of 2025. **2. Minutes of the December committee meeting (VH)** The minutes were accepted and agreed that they be posted to the website. **3. Matters arising (VH/all)** **Item 3** It was agreed that the decision made not to allow a potential speaker to bring charity collection tins should form part of the general policy for the engagement of external speakers. GL will advise the speaker Michael Skinner. ML has amended website to show GL as Speaker Secretary. LB had circulated a copy of the Bournville Pages October edition which included the ½ page advert and an entry in the Community listings. The advert had also been included in the South Birmingham Pages. The ½ page adverts had cost £174. ML advised that none of the new members had mentioned the advert when applying – word of mouth & recommendations from friends were the frequent means by which they had found out about KNu3a. It was agreed that the free entry in the Community listings should be repeated, but not the paid-for advert for the time-being.	GL
Item 12 ML had provided VH with 20 new members details and VH had received only 6 confirmations from the invitations she had sent out. VH suggested that perhaps the coffee mornings were not serving a purpose anymore or that Saturday morning was not suitable. It was agreed that the coffee morning arranged for Saturday 25 January would go ahead, with VH, LB, PG and BB attending. However, in future a general coffee morning for all members would be arranged on a monthly basis – 4th Friday of each month 11am-12noon, the first being on 28 February, at the Bulls Head. It was noted that at least one member of the committee should be present to take charge.	VH/LB PG/BB
4. Chair's Report (VH) VH advised that the National u3a had been making preparations for its new structure, to be introduced in April 2025, calling for nominations for places on the Council and Board. For the West Midlands region, the existing regional trustee, Jean Jackson, will transfer over to the Council and the only nominee, Rob Rowberry, will go on the Council without a vote.	

	On 21 February there will be a vote for members of the new Board, with 9 candidates for 4 roles. VH noted that the next committee meeting would be before the date of the vote and asked committee members to look at the candidates' details; there would also be hustings on Zoom on 5 February. She advised that Jean Jackson was also a candidate for the Board and, if successful, this would presumably have implications for her position on the Council, potentially leaving the West Midlands with only 1 representative on the Council.	All
5.	**Treasurer's Report and Accounts for December 2024 (CL)** CL had circulated a financial report for the year end to 31 December 2024 prior to the committee meeting.	
	KNu3a's financial position is good. Reserves at 31 December stood at £10,074.16. There had been little activity in December, mostly clearing up the costs of the December Christmas party. The bank balance at 12 January was £9,338, after payment of various room hire costs for December.	
	CL noted that the committee had agreed the reserves policy at the last committee meeting – that is that KNu3a reserves should be kept at a level equivalent to the total of its gross annual costs, and that the subscription level should be set to achieve that. He had provided details of the estimated costs for the next year in the report he had circulated, and recommended accordingly that it would be appropriate to keep the subscription fees at the same level for next year. The committee accepted his recommendation unanimously.	
6.	**Policy documents, including Complaints (CL/VS/all)** CL advised that he is required to make the annual return to the Charity Commission by 31 January, and was therefore intending to submit it later today. That return includes a declaration that KNu3a has certain policies, as previously discussed, in place. The committee agreed that they were content that he declare that the policies were in place. When the documentation is complete, they will be placed on the website.	CL
	VS had circulated a complaints policy, based on the National u3a template, for consideration. The committee were content with the policy. It provides for support in the complaint process from a trustee of another u3a in the South Birmingham Network, and VS is to attend a Network meeting on 27 January, after which, if they agree, she will send the complaint policy document to ML to place on the website.	VS ML
	ML is to create a dedicated email address on website for VS as Complaints Officer.	ML
	CL is to finalise the policy on external speakers and sought confirmation as to any payment to u3a members, This was confirmed as expenses only to be paid to any u3a member (whether KNu3a or another).	CL
7.	**Copyright and Cybercover (RJ)** RJ reported on discussions and advice provided in a National u3a workshop "Keep it Legal" regarding various copyright issues – particularly items downloaded from the Internet, or copied from books eg photos, music. LB noted that there were guidelines on the national website for IGs and that these perhaps should be shared regularly(annually?) RJ agreed to put together some bullet points for advice.	RJ
	RJ also noted that the matter of cybercover issues, to be the subject of advice by email from National Office shortly, was also referred to in the workshop.	

8.	**Membership (ML)** ML advised that there are currently 304 members, with 4 more planning to attend the next general meeting. There is currently 1 honorary member. ML also sought clarification regarding the situation of a member attending with her daughter as a visitor for 2 meetings. ML noted that payment of subscription fees by bank transfer was generally working well, but the committee may wish to consider the acquisition of a card machine for the 2026 renewals.	
9.	**Optimum membership size for Kings Norton u3a (PG)** PG referred to suggestions made by a member for increasing membership by recruitment and sought clarification from the committee as to their view for the optimum size of KNu3a in order to inform the approach to be taken on publicity and promotion. There was general agreement that the size of KNu3a was constrained to some extent by the size of its general meeting venue, the capacity of IGs (some were full), ability to set up new IGs and the desired ambience. ML noted that new members recently had joined following recommendations, rather than as a result of publicity efforts. It had been agreed that the adverts in Bournville Pages would not be repeated. ML produces folded leaflets giving helpful information about KNu3a. VH advised that the publicity strategy should be discussed at the next committee meeting.	
10.	**Speaker secretary, plans for AGM (GL/all)** Plans for the format of the AGM on 3 June 2025 were discussed. Options include: • A talk from someone within the KNu3a membership (GL or other?); • A local professional speaker; • An event featuring one or more of the Interest Groups; or • An afternoon tea. It was recognized that any talk/event would be time limited by the business of the AGM. VH is to discuss the possibility of an afternoon tea with the kitchen team at the next general meeting. GL has made arrangements to meet with the Speaker Secretaries of the South Birmingham Network.	VH GL
11.	**Constitution (All)** VH, LB and AJ are to meet up to discuss the work on the constitution and bring it to the next committee meeting in February.	VH/LB /AJ
12.	**AOB** **Textiles IG** PA reported that the December and January meetings of the Textiles IG, and its future hire of the room at BQMH, had been cancelled by the IGL, who had advised the group members that she did not wish to be further involved and was wrapping up the group. PA advised that she was minded to contact the other group members to understand what remaining interest there was in continuing the group. She estimated that there might be 3-6 members going forward and, if so, it might be possible to continue and seek to attract new members. But the group would need support. It was agreed that PA should explore the continuation of the group and PG offered her help in recruiting new members, once venue and dates had been arranged. **December 2025 General Meeting** VH noted that LB was drawing up a survey of KNu3a members concerning their preference for the format of the December general meeting, as discussed at the last committee meeting, for issue in February.	PA LB

Network Meeting At the network meeting on 27th January, VH plans to clarify the arrangements for the network hosting one of the days the CEO will be visiting the West Midlands. **13. Date of next meeting** 2pm Tuesday 18 February 2025 at Bournville Quaker Meeting House The meeting ended at 4.50 pm.	