# Kings Norton & District

u3a
learn, laugh, live

## Minutes of the Committee Meeting

## Tuesday 16 July 2024

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

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| 1. | **Welcome & Apologies (VH)**<br>VH welcomed all to the meeting. Apologies had been received from Margaret Lusher. | |
| 2. | **Minutes of the June committee meeting (VH)**<br>The minutes, as amended, were agreed. | |
| 3. | **Matters arising (VH)**<br>**Item 3:**<br>LB has not received a response to her enquiries about the deadline for the October issue and required format.<br>ML had drafted up 3 versions of a possible ½ page entry. It was agreed that a version with a photo, current u3a logo and larger font would be preferred, particularly if blue-coloured background and yellow font is to be used. | LB/ML |
| | **Item 4:**<br>VS had written her article about the u3a online events and forwarded it to Helen Kempster for inclusion in the next newsletter. VH was planning to send her article about the wider u3a and work of the National Office at the end of August.<br>It was noted that ML had made the changes to make the link to the national u3a website more prominent. | VH |
| | **Item 6:**<br>VH/LB/AJ to meet in August to work on proposal for a new constitution. | VH/LB/AJ |
| | **Item 9:**<br>New members coffee morning was held on Saturday 22 June. It was attended by 3 new members. It was noted that the low attendance may be due at least in part to the time of year. | |
| | **Item 11:**<br>It has been confirmed that the u3a display boards had been moved to the loft area, because there had been concern about the safety of their storage in the table/chair storage cupboards.<br>It was agreed that there should be a committee meeting to discuss the issue of publicity in general, informed by agreement on the optimum size for KNu3a. | All |
| 4. | **Treasurer's Report and Accounts for June 2024 (CL)**<br>CL had circulated a financial report for the year end to 30 June 2024 prior to the committee meeting.<br>As reported previously, significant costs in respect of Beacon (£302) & TAM (£788.64) | |

have been paid, CL awaits request for payment of Capitation fees (£1100).
Reserves at 30 June stood at £9,930.77.
The Gift Aid receipt remains outstanding.
CL provided an analysis of the financial position of Interest Groups that incur room hire costs, which are paid through KNu3a. The contract for hire is with KNu3a and not individual IGLs. Overall, there is a surplus, though some costs in respect of hire in 2023/24 were not invoiced/paid until 1st quarter 2024/25 leading to an impression of loss.
Image Shapers appears to be running at a loss, further income has been received from Sewing & Textiles early July.
The Paypal account has been closed.
VH asked CL to prepare a budget forecast to assist in a review of the level of reserves in due course. CL

**5. New Committee Members and Coopted Members (VH)**

VH had met with VS and GL prior to the committee meeting to discuss their potential roles. She had also received an offer from Roger Jones to join the committee. His co-option to the committee was proposed by VH, seconded by PG and agreed unanimously by the committee. LB will write formally to inform him of decision and VH will make arrangements to meet with him early August. LB VH

The committee agreed that VH would put a "map" on the website, detailing the structure and roles of the committee and voluntary teams, to include: VH

- Business Team - led by LB as Acting Business Secretary, VS & PA
- IG Co-ordination Team - PG plus assistant. PG would like to concentrate on setting up of new IGs, whilst mentoring assistant to look after existing IGs. VH noted that for the time being, given issues with some existing IGs, the team should adopt a reactive role rather than proactively seeking to increase the number of IGs. VH/PG to discuss possible approaches to individuals for help. VH/PG
- Website & Social Media Team
- Kitchen Team - led by Stella Woods
- Events Team
- (Other) Volunteers - BB

**6. Charity Commission Notification of Trustee Changes (CL)**

CL requested that AJ and GL complete and sign the KNu3a internal forms, giving him details for notification to the Charity Commission of their trustee status. CL will then notify the CC and they will subsequently receive an email/call seeking confirmation. AJ/GL CL
CL noted that not all members attending committee meetings needed to be trustees, and queried whether VS, as a co-opted committee member was required to be one. LB will check. LB

**7. Membership (ML/VH)**

ML had advised that membership remained currently at 280.

**8. Website Use (ML/VH/All)**

ML had circulated statistics of website use by email on 24 June.

**9. Speaker for September and Future Meetings/AGM '25 (PA/LB)**

Warwickshire Wildlife Trust is giving its talk "Gardening for wildlife & your plate" on 3 September 2024, for a donation of £70.
Otherwise, PA has booked speakers upto and including April 2025, as previously advised. She has met with VH to discuss possible speakers and they have identified enough to book through to November 2024 with the exception of June 2025 (AGM).
GL agreed to work with PA to book the speakers.

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| | PA advised that discussion about the AGM had identified a need for a shorter talk (perhaps internal speaker) or activity, for say 30 minutes. GL offered to give a talk, already in preparation, based upon his experiences working in the local authority's sewerage agency department. | GL/PA<br>GL |
| | PA noted a need to develop some contingency planning around cancellation by/FTA of speakers. She will identify speakers available at short notice, including internal/other u3a member speakers. In the situation that the booked speaker failed to attend on time, it was unrealistic to get anyone to speak and it was agreed that it would be useful to have eg a quiz in hand. Quiz IGLs to be asked if they could prepare a quiz. | PA |
| | CL will prepare a draft speaker policy document and share with PA. | CL/PA |
| **10.** | **Interest Groups/Interest Groups with few members (PG)**<br>PG reported that a few IGs are taking a break in August, but most are continuing as usual.<br>**Sign Language**: Sheila had considered weekly sessions but many group members could not attend additional sessions so she is keeping to 2 sessions per month.<br>**Philosophy of Life**: There are 12 members in group, but the group will not be able to continue meeting in KN library on Thursday mornings as the library is to shut on Thursdays. The group has been offered the venue on Wednesdays, but not all can make such a change of date. They could consider a change of venue, including the Bulls Head. Members are currently charged £2.00 per session plus 50p for tea/coffee. It was agreed that the group could in principle be subsidized for a 6 month period, but subject to session charges in line with KNu3a guidance to IGLs (ie £3.00). PG to advise Colin that the charge could be increased to £2.50 plus 50p for refreshments if necessary to meet venue costs. (CL noted that no bills had yet been received from BCC for the library venue hire). | PG/Colin |
| | GL is to check the venue hire costs of the parish rooms at St Lawrence, Northfield. | GL |
| | **Tea Afternoon**: PG hosted a Tea Afternoon at Paul's 41, Harborne on 12 July – 10 had attended.<br>**Coffee Morning**: Jan & Geoff are to host a coffee morning at Longbridge Village retirement apartments on Monday 22 July at 11am. 22 members have already expressed an interest.<br><br>PG suggested the possibility of organizing a ½ day Christmas shopping event in Harborne. | |
| **11.** | **Items for September Newsletter (LB for HK)**<br>LB requested items for the September newsletter. VS confirmed that she had sent one (as per item 3 above).<br>VH to discuss with HK the development of future newsletters in bulletin sheet format.<br>LB to bring samples of other u3a newsletters to September committee meeting. | VH/LB/HK |
| **12.** | **Any other business**<br>LB asked about the equipment list (previously drawn up by Jenny Snashall) which was a record of KNu3a's assets. CL to look for, and if necessary draw up again. There had been no equipment purchases in the last 2 years. | CL |
| **13.** | **Date of next meeting**<br>2pm Tuesday 17 September 2024 at Bournville Quaker Meeting House.<br><br>The meeting ended at 4.20 pm. | |