Kings Norton & District

u3a learn, laugh, live

Minutes of the Committee Meeting

Tuesday 17 September 2024

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

1.	**Welcome & Apologies (VH)** VH welcomed all to the meeting, especially RJ attending for the first time since his co-option to the committee in July.	
2.	**Minutes of the July committee meeting (VH)** The minutes were agreed.	
3.	**Matters arising (VH)** **Item 3:** ML has sent a revised entry for a ½ page advertisement to be included in the October edition. The newsletter has been issued, with VH's contribution about the wider u3a organization and work of the National Office and VS's article about the u3a online events. VH/LB/AJ have met to work on a proposal for a new constitution. It was agreed to reschedule item 4 on the agenda for discussion at the October committee meeting.	
	Item 4: CL has not yet prepared a budget forecast.	CL
	Item 5: VH has circulated details of the structure and roles of the committee and voluntary teams in text form. PA offered to draft up the information in a format for publication on the website. VH is keen for the Network to work better and is in the process of arranging a meeting of Chairs and Business Secretaries. She has suggested dates of 26 September and 3 October and is awaiting responses. VS has volunteered to take on the role of Network Coordinator for KNu3a, acting as point of contact. There is no intention to extend the size of the network at present.	PA
	Item 9: GL/PA have met and GL will be pursuing the booking of 4 speakers, subject to cost, to complete bookings for 2025.	GL

	VS will develop a list of speakers within the South Birmingham u3a Network, willing to talk. These would be at expenses only cost and may be used on a contingency basis where a pre-booked speaker has cancelled at relatively short notice.	VS
	RJ agreed to provide a quiz that could be held at the venue for use in the event of a speaker failing to attend on time. Contingency arrangements to be discussed further at the October committee meeting.	RJ
	Item 10: PG advised that Colin Leach will be increasing the charge for members of the Philosophy of Life IG to £2.50 (plus 0.50p for refreshments) per session. KNu3a will provide additional support if needed.	
	GL has not yet checked the cost of hiring rooms at St Laurence, Northfield.	GL
	Item 12: LB had found an assets list drawn up for a previous AGM and will forward to CL to consider the current listing of assets.	LB/CL
4.	**Treasurer's Report and Accounts for June 2024 (CL)** CL had circulated a financial report for the year end to 31 August 2024 prior to the committee meeting. All large annual costs from national office have been paid and all membership renewal subscriptions received. Reserves at 31 August stood at £8,489.68. The Gift Aid receipt of £1,978.75 for the 2 year period to 31 March 2024 remains outstanding. CL noted that KNu3a has more reserves than previously and this would influence the decision on membership subscriptions for next year.	
5.	**Charity Commission notification of trustee changes (CL)** CL has updated trustee details in respect of AJ and GL. He will forward forms to RJ and VS for completion to enable him to add their details.	CL RJ/VS
6.	**Membership (ML)** ML advised that there are now 284 members; 2 members had sadly died and new members had joined.	
7.	**Possible circulation of scientific trial invitation (ML)** Prior to the meeting ML had circulated an invitation from UK Longitudinal Linkage Collaboration (LLC) to help them recruit a Citizens Panel. It was agreed that the invitation should be declined.	ML
8.	**Interest Groups (PG)** PG is still trying to promote the Coffee Mornings and Tea Afternoons Group, though there is less interest in the afternoons. Future coffee mornings may include the Crafted Goat at the Maypole and NenisCakery in Institute Road, Kings Heath. NenisCakery has limited indoor seating, so that would be weather dependent. GL noted that retirement apartments in Northfield, B31 have a café The future of the Sewing & Textiles Group is uncertain following the recent sad death of its leader Mags Richards. ML has removed details from the website. The committee offered support to the group going forward to enable its continuance.	

9.	**Checking of membership records, interest groups and the website (RJ)** RJ advised that his role would involve working with IGLs to keep Beacon and website information up to date. In the first place he would be downloading membership lists for each IG from Beacon and contacting the relevant IGL to check that those listed were currently members of the IG and whether there were any others attending, including Network members. He would then check IG information on the website.	RJ
10.	**Policy Documents (All)** CL had circulated a list of policy documents that KNu3a needs to confirm that it has in place when it files its annual return to the Charity Commission by the end of January. This includes policies on: internal financial controls; safeguarding; serious incident reporting; internal risk management; trustees expenses policy ; trustee conflicts of interest; bullying and harassment; social media and engaging external speakers at (any) events. LB noted that the u3a office has policy templates on the national website for policies which it considers mandatory (safeguarding; health & safety; equality, diversity & inclusion; and data protection) and also for those that are recommended (risk; complaints; and reserves). It further recommends policies for social media and external speakers, but templates are not yet available. LB added that KNu3a has published policies on equality, diversity & inclusion; data protection and safeguarding on its website. Work is required to ensure that KNu3a's published policies are up to date and additional policies drawn up using the template policies available. Attention also to be given to drawing up a social media policy – to be discussed at a later committee meeting. Action on speaker policy with CL and PA.	BUSINESS TEAM CL/PA
11.	**Publicity, including invitation to speak at Stirchley coffee morning** It was confirmed that discussion about the issue of publicity was dependent upon agreement on the optimum size for KNu3a. CL noted that we were probably not looking to significantly increase the size, given the constraints of our general meeting venue and well attended IGs. KNu3a has 2 Facebook Groups, however the use of FB generally to promote KNu3a was questioned by VH as being too untargeted. VH had circulated an invitation for a representative of KNu3a to attend a coffee group held at Stirchley Baths on Friday mornings. PG agreed to attend in November, subject to publicity material being available. RJ shared a draft copy of a wallet sized folding calendar he had created, for comment. The calendar set out details of the schedule for general meetings, Interest Groups and the committee. RJ agreed to update.	PG RJ
12.	**Complaints (VS)** VS reported on the Zoom u3a training workshop she had attended for complaint handling, explaining that the issues involved had been quite complex. It is recommended that the u3a's complaint handling process/policy provides for independence of the role of Complaints Arbitrator. VS suggests that such independence could be achieved by reciprocal arrangements between the u3as in the South Birmingham Network.	VS
13.	**Newsletter: possible future formats (LB)** VH noted that she had discussed a possible change of format for the newsletter with Helen Kempster. HK is content with the idea of a monthly bulletin type format, although	

she had raised the issue of the cost of postage to those members without email. It was agreed that those newsletters could be made available at general meetings for collection. LB noted that the Kings Heath newsletter was a lengthy monthly issue. It was agreed to discuss the future format of the newsletter further at the next committee meeting.	
14. National AGM and Vice Chair election LB had circulated details of the 2 candidates for the Vice Chair post: Margaret Fiddes and Alan Russell. She offered to recirculate the details and requested that individual committee members notified her of their preferred candidate by Thursday evening so that she can vote on behalf of KNu3a by the deadline of 5pm Friday 20 September.	LB All
Three resolutions have been submitted for the National AGM – the deadline for voting is 16 October. It was unanimously decided that KNu3a should vote in support of all three. (Note for the record that VS had left the meeting prior to discussion of this agenda item.)	
15. AOB None	
16. Date of next meeting 2pm Thursday 17 October 2024 at BB's house.	
The meeting ended at 4.50 pm.	