

Kings Norton

& District

**Minutes of the Committee Meeting**

**Tuesday 17 January 2023**

**Present:** Vicki Hone (Acting Chair), Lorna Brown, Pauline George, Helen Kempster, Chris Locke, Margaret Lusher, Pauline Amor.

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| 1. **Welcome & Apologies (VH)**   VH welcomed all to the meeting. Apologies had been received from Beryl Blood.   1. **Minutes of the previous meetings: December and additional January Meeting (VH)**   December Meeting, Item 15 – AOB HK advised that 14 January 2023 had been the deadline for contributions and that the newsletter, with tribute to Linda Curry (LC), would be distributed later this week.  The draft minutes of the meeting on 14 December 2022 were then approved.  The draft minutes of the meeting on 3 January 2023 were approved and it was agreed that it was not appropriate for them to be placed on the website.   1. **Matters arising from December Meeting**   **Item 6**  PG had not needed to visit church hall to check space/layout of hall for IG showcase in March, as she had been given a previous plan for the 2020 showcase.  PG had sent out invites to IG Leaders for the meeting on 21 January, now to be held at the Toby Carvery. VH to book the room there.  **Item 7**  It was not known whether the KNu3a article had been included in the January edition of the Bournville Pages. CL advised that he had not had an invoice for cost of placing an article. LB to check for appropriate contact at Bournville Pages, and to follow up issue of information available on Friends of Bournville website.  **Item11**  Sorting of publicity material in store cupboard to be postponed  **Item 13**  LB to purchase mugs for sale at the February general meeting.  **Matters arising from 3 January meeting**  **Item 4.2**  The Charity Commission website public section indicates that KNu3a matters are up to date. Linda Curry is still named as Chair. CL will check whether Jennifer Snashall has password to access website to make changes, otherwise is confident that the CC has a process to follow in such circumstances.   1. **Chair Report (VH)**   VH had written to all members to advise them of Linda’s death and provided tribute her for the newsletter and website. CL will speak with her husband to ascertain her funeral arrangements.  VH had had contact from some in the Network. There had been an expectation that LC would be the driving force, though others in the Network were willing to participate. VH is keen for the Network to thrive, providing, in particular, access to a greater number/variety of Interest Groups.   1. **Speaker Bookings (VH)**   VH advised that she now had the folder with speaker booking details, together with the spreadsheet that LC had devised with a plan of speakers going forward. Speakers were booked through to September, except for May and July.  PA had volunteered to help with the administration of speaker bookings. There were a number of suggestions on file for future speakers and VH had received an email from a speaker who had given a number of talks to u3a groups on her British Raj family. HK also suggested a speaker from the Kings Norton History Society.  It was agreed that the May meeting could include an afternoon tea with the AGM rather than speaker. LB will liaise with SW on the feasibility/cost of ordering in trays of ready-made sandwiches/cakes from a supplier eg Morrisons. It was noted that preparations for such an event needed to be made early. VH would like to establish a small team of volunteers, not necessarily committee members for events.   1. **Network Arrangements (VH)**   As at Item 4 above   1. **Treasurer’s report (CL)**   CL had circulated a financial report for the part year to 31 December 2022, comments about future membership fee issues and information about IG ledgers prior to the committee meeting.  There were reserves of £3,861 at the end of the period and he expects reserves to be down to approximately £3,000 by the end of the year, not including any membership renewal fees for 2023-4.  Approximately one third of existing costs relate to Head Office – Beacon, capitation and the magazine; another third to general meetings leaving not a lot for any increased costs (nb room hire costs) and expansion (help to new IGs).   1. **Proposals for membership subscription increases**   Assuming current membership numbers (298), if there was no increase in fees CL anticipates a deficit of c £500 for next year. An increase of £2 would maintain the existing situation; every £1 increase above that would add £300 to the reserves.  Clearly the level of non-renewals was critical. The previous treasurer had suggested it could be as high as a quarter to a third. ML advised that non-renewals were largely replaced by new members.  VH proposed that membership fees be increased to £22pa, LB seconded the proposal and all the committee members present agreed.   1. **Membership renewal procedures**   ML noted that in 2022 she had issued an email to members on 25 February advising them that it was time to renew membership and the fee rate; how to pay (cash/cheque/online by Paypal/BACs); and what information was held with a request to notify any changes. She anticipates a similar process for 2023. She advised that changes to Gift Aid were only concerning the wording as provided by National Office.  ML advised that the membership renewal process needed to be completed by the AGM. She would check numbers at the end of April and advise the Committee how many members had not renewed.  VH advised that Jennifer Snashall was willing to help.   1. **Newsletter**   HK to send electronic version of newsletter to LB for proofreading before issue planned for later this week, as noted at item 2 above.   1. **Interest Groups (PG)**   PG advised that Colin Loach had held an initial meeting for the new “Image Shapers” Group, attended by 9 possible members with a further 4 interested. The group will meet at Hawkesley Community Centre on the 1st & 3rd Monday. The first meeting will be for 1 hour on 6 February, costing £17. Subsequent meetings will be for 2 hours with a charge of £3 for members.  PG confirmed that she had sent invites to IG Leaders for the meeting on 21 January, now to be held at the Toby Carvery. It is an opportunity to say thank you to the IG Leaders, for them to catch up with other leaders and plan the IG Showcase in March. She will send a reminder and the final version of the revised IG Leaders’ Guidelines.   1. **Showcase 7 March**   It was agreed that postcards advertising the Showcase would be distributed to IG Leaders at 21 January meeting and be available at the reception desk at February general meeting.  It was decided to take the opportunity presented by the Showcase to have a publicity drive for new members and that there would, therefore, be free entry to all.  PG requested help in setting up the hall – IG Leaders would be asked to choose a space for their displays with wall or display boards. Display materials should be mainly pictorial, rather than large amounts of small writing.  LB/VH will check that the 4 large and smaller display boards are available; LB/HK offered to help set up.   1. **Charity Commissioners web site entry**   Dealt with under Item 3 above.   1. **Any Other Business**   LB advised that she had received a message of thanks for the gift vouchers from Sally, in the catering team.   1. **Date of next meeting**   2pm Tuesday 21 February 2023 at Bournville Quaker Meeting House.  The meeting ended at 16.00. | VH  LB  LB  CL  CL  LB/SW  ML  HK/LB  HK  PG  PG  LB/VH |