

Kings Norton

& District

**Minutes of the Committee Meeting**

**Tuesday 19 December 2023**

**Present:** Vicki Hone, Beryl Blood, Lorna Brown, Pauline George, Chris Locke, Helen Kempster, Margaret Lusher, Pauline Amor.

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| 1. **Welcome & Apologies (VH)**   VH welcomed all to the meeting.  The Committee had a moment of reflection to remember Linda Curry, former Chair, who died in January 2023.   1. **Minutes of the November committee meeting (VH)**   The minutes were agreed.   1. **Matters arising (VH)**   **Item 3:** VH will arrange a meeting of the South Birmingham Network.  **Item 4:** VH advised that the issue concerning her signatory for Barclays Bank now appeared to be resolved.  **Item 5:** LB has invited Anne Jones to the January Committee meeting, and she has confirmed her attendance. She will attend at least one committee meeting a year and routinely see all papers for each meeting. CL will talk her through the process of appointment as a trustee at the January Committee meeting.  **Item 6:** VH will send a copy of the Access & Equality Policy statements to LB. They will be reviewed on an annual basis.   1. **Chair’s Report and Christmas Party (VH)**   VH thanked all for their help with the Christmas party, which had been a great success. She noted that having an Events Team had also been a great help, and that not all costs incurred had been claimed by the Team.  70 members had attended the party, slightly fewer than catered for. Income received from the £5 charge had covered the cost of food. There had been 1 complaint about the charge made for the party event. The decision to charge had been taken by the committee on the basis that it was necessary to limit the numbers able to attend, and that it was not therefore reasonable to finance the event entirely from the general membership.  The entertainment provided by the ukulele group had been well-received and VH suggested that they be considered for the next Christmas party.  VH had thanked the ukulele group & Roger & Monica for their quiz. The committee discussed the purchase of vouchers for the catering team. LB will ascertain from Stella who the regular members of the team are, and it was proposed that vouchers to the value of £25 (perhaps M&S) would be purchased for each regular team member.  One member of the Events Team had sustained a head injury, whilst getting tables out of the cupboard during the setting up of the hall for the party. She had declined to go to hospital. ML had completed the Accident Book held by St Joseph’s and LB had written to Lorraine. LB would arrange for a u3a Incident Form (downloadable from the u3a website) to be completed, including witness contact details (BB witnessed incident). Incident records should be retained for 3 years and LB will set up a folder for completed and blank forms.  The committee considered what could be done better for a future party. The feedback from members had been very positive, with service of food to the table appreciated – avoiding any “bun fight”. Future provision of mulled wine could be considered, but there may be an issue if a charge for attendance was made. There was a need to review the balance of sandwiches: cakes, given the number of sandwiches left over.  ML will upload details of the party programme to the website, with photos provided by PG.   1. **Balsall Common Recruitment workshop (VH)**   LB had circulated a message from Jean Jackson which included details of a u3a Recruitment workshop to be held on 13 March 2024 10am at Balsall Common. PG advised that she had registered, VH is to apply and LB may, depending on availability nearer the date.   1. **Treasurer’s report (CL)**   CL had circulated a financial report for the month end to 30 November 2023 prior to the committee meeting.  He noted that reserves at 30 November were £6,563. There were arrears of room hire costs for Bournville Quaker Meeting House & St Josephs not included in these figures, but which were settled in December.  CL will pay “surplus” from PG’s Garden Party to food bank by cheque in post.  CL expects costs of & income from the Christmas party to break even - costs so far £330, though some further small bills may be received and income totalling £350 received. In addition normal room hire rental incurred. Overall the net cost of the event had been lower than for 2022.  CL is experiencing the same difficulty of not being an authenticated individual for access to the Gift Aid application as he had had for Paypal account purposes. He had been able to submit the Gift Aid claim online but was not able to access records to check progress etc. Gift Aid records hold authenticated individuals as Alan Keepax, Jenny Snashall and Peter Miller. It was agreed that he should complete a paper application for change of authenticated individuals and get Jenny Snashall & Peter Miller to sign in order to move the issue forward. Ther would be a delay of 30 days whilst the application was processed, after which he would be able to submit claim.  It was agreed that CL should open a new Paypal account to enable membership renewal online for 2024/5 and resolve the issue of the authenticated signatories on the existing account separately.  It was also noted that whoever was responsible for signing off and submitting the annual return for membership numbers to u3a National Office, would be the signatory for acceptance of the terms & conditions for Wordpress.  CL recommended that the overall position for Interest Groups be reviewed at the end of December and he anticipates it would be generally breakeven.   1. **Interest Groups (PG)**   PG reported that 2 new groups would begin meeting in the new year:   * Media Motivators, led by Trish Cresswell with input from Jean Mortimer, on the 3rd Monday of each month at the IGL’s house. First meeting on 22 January, time to be arranged. * Sign Language, led by Sheila Jones. Date & time to be determined, dependent on venue, yet to be found.   PG advised that the Italian Group were looking to source a projection screen for their meetings. It was agreed that ML would check what might be available already at the group’s venue, but that a budget (£60?) would be provided if necessary for a screen that would be available for other KNu3a uses as well.   1. **History Group Venue (HK)**   HK reported that attendance at recent group meetings had been low and that she thought the location of the venue (Selly Oak QMH) was one of the factors. She will make enquiries about the use of the front room at Bournville QMH but may also consider the use of Zoom. VH reminded all of the issue of arrangements for obtaining a security code from her for Zoom meetings.   1. **Membership and Coffee Morning (ML)**   ML advised that there are currently 297 members, including 15 new members since June 2023.  It was agreed that there should be a new members’ coffee morning on 24 February, to be held as usual at the Toby Inn, Kings Norton.  LB had received an email from the manager of St Nicholas Place inviting KNu3a to use the venue for drop-in coffee mornings. It was agreed that LB would reply advising that we would not be looking at using it in the short-term.   1. **Wordpress and Committee Information sent to National Office (ML/LB)**   LB advised that she needed to check and get agreement for passing contact information to National U3a Office for:  Chair, (Vice-chair), Treasurer, Membership Secretary, Interest Group Leader Coordinator. Also contacts for TAM (ML [not currently listed] & LB), Facebook (Jackie Johnson) and Publicity (LB).  Work on the development of the new Wordpress website continues. There had been interest in looking at proposals for the new website from members (Roger & Anne Jones), LB to let Roger know there wouldn’t be developments for several months.     1. **Publicity Material**   LB had checked the stock of publicity material held: 2 posters; 250 postcards and 50 folded leaflets. LB will check cost for reprints. PG noted that she would require some material for new members for the 24 February coffee morning.   1. **Any other business (All)**   CL sought and was given agreement to purchase bottle of whisky as gift for auditor for work.  LB noted that there were about 16 u3a mugs still available for sale that she would bring to next general meeting.  .   1. **Date of next meeting**   2pm Tuesday 16 January 2024 at Bournville Quaker Meeting House.  The meeting ended at 4.20 pm. | VH  CL  VH  LB  LB  LB  ML/PG  VH  CL  CL  CL  ML  HK  LB  LB  LB  LB  CL  LB |