

Kings Norton

& District

**Minutes of the Committee Meeting**

**Tuesday 19 September 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.   1. **Minutes of the July committee meeting (VH)**   The minutes were agreed.   1. **Matters arising (VH)**   **Item 3:**  Item 5: Jane Evans had sent all the cards as requested.  **Item 4:** VH noted that she had not announced the fire evacuation procedure at the start of the September general meeting but would do so in future.  **Item 5:** LB sought clarification concerning the document relating to Trustees/Committee Officers. PA noted that it was intended to record actions to be taken on change of role holders (eg change of contact points, change of signatories, passwords etc). CL said that, as treasurer, he would provide details for the financial matters and Charity Commission.  **Item 7:** Only 3 IG Leaders had replied to PG’s email about their IG, so PG still does not have clarity as to the up-to-date position of the various IGs.  Following a post-committee meeting discussion, LB had agreed with PG that she would not canvass members about interest in restarting the Chess IG.  It is understood that the Real Ale IG is still running, but the committee has no information as to when it last met.  PG reported that the first meeting of the new Italian IG went well at its venue of the Navigation Inn. It is understood that the IG Leader will be joining KNu3a when her membership of Kings Heath & Moseley u3a expires in December. PG will be entered on Beacon as IG Leader in the interim.  **Item 8:** PG reported that her Garden Party went well. The weather was good, everyone enjoyed the food. £69 had been raised, PG had now passed cost details to CL and the excess was to be paid to the food bank, in addition to £70 already sent by Judy Letters from plant sales. VH thanked PG for organizing and hosting the garden party.   1. **Chair’s Report (VH)**   VH noted that she did not have much to report.  She had met with PA to discuss speaker bookings – to be dealt with under item 10.  She is to organize another Network meeting in the Autumn.  She is still awaiting authorisation from Barclays Bank, which CL is pursuing.  She is working on an access policy with Jane Evans.  She is in contact with Jan Wadham concerning publicity statement and material.   1. **Volunteering for KN u3a (VH).**   VH is very keen to get more members involved in volunteering for their u3a – to fill gaps, help succession planning and ease the load on existing committee and volunteers. The membership has been evolving and she wanted get more of the membership involved in what is a self-help organisation.   1. **Accessibility statement (VH)**   VH has been working with Jane Evans on an Accessibility policy. She had realized that the policy needed to sit within the context of an overarching policy statement.  Prior to the committee meeting she had circulated draft documents: Equality, diversity and inclusion policy and Accessibility policy; and invited comments. Amendments were proposed to the first document to reflect the membership of a u3a group (eg delete reference to pregnancy).  There was some discussion about the issue of eg wheelchair access to groups where established groups were meeting in IG Leaders’ homes. VH noted that consideration of accessibility in the context of venues would mean that change of location could be considered but that when a new group was set up venue access should be considered.  VH is awaiting JE’s response to the documents and will recirculate them to the committee.   1. **Treasurer’s report (CL)**   CL had circulated a financial report for the month end to 31 August 2023 prior to the committee meeting.  He noted that the bank balance was £7,070 (as at 17 September). There was little activity in July and August and funds are in a good position.  Since the end of August the bill for the TAM magazine of £740 and the payment of the claim for Gift Aid (for the period 1 April 2022- 31 May 2023) amounting to £1156 had both been received.  CL has called Barclays Bank in order to resolve outstanding issue concerning VH’s authorization as a signatory. He has not made any progress with the Paypal account which remains blocked. Paypal will not transfer funds of £170.15 to Barclays Bank and allow him to open new Paypal account, but is insisting that the existing account is brought upto date.  The overall position for Interest Groups is that there was a surplus at the end of August, though there are still some charges due to Bournville Quaker Meeting House, once invoiced.   1. **Membership and Renewals (ML)**   ML advised that there are currently 289 members, with one member joining last month and another due to join after 1 October.  Members are currently unable to join online, whilst the Paypal account remains blocked.   1. **Update on Wordpress (ML)**   ML advised that there had been a great deal of testing to date. ML will circulate a list of sites using Wordpress already. It is planned to transfer u3as over to the new website in trenches, rather than all at once. The project is likely to take about a year. The Trust has to draw up terms & conditions, to which u3as will have to sign up.  ML is to participate in a zoom meeting concerning the help desk.  ML questioned whether members were aware that the website would be changing. The team undertaking the conversion is looking for volunteers, and ML considers that is an opportunity to get in at the beginning. ML will draft an email for members and send to VH.  It would also be helpful for IG Leaders to get the information about their IGs on the current website up to date, so that only relevant information was transferred. A request for this could also give an opportunity to prompt IG Leaders to provide up to date information about their status.  There is a general reluctance for individuals’ email addresses to be shown in the new website – rather a format for contact of click and submit forms.  ML proposed that once the new website was up and running, she would train Anne Jones and PG and then roll out to IG Leaders in small groups.   1. **Interest groups (PG)**   As noted at item 3 above only 3 IG Leaders had replied to PG’s email about their IG, so PG still does not have clarity as to the up-to-date position of the various IGs.   1. **Name for new table (PG)**   PG was looking for a name for the new table she was setting up at the general meetings, which was essentially to provide information about “extras”. At the September meeting there had been information about the tools charity, to which she had added some information about help with the cost of living crisis. VH suggested that it would be better to use the table top display boards (stored in the cupboard) at the October meeting.  VH noted that the u3a needed to take a reactive (rather than proactive) approach to these “extras” as the committee did not have enough time to do otherwise.   1. **Speaker bookings (PA)**   PA advised that speakers had now been booked through to May 2024 and provided a copy of the booking schedules for 2023 and 2024 so far:  2023  3 October Passports, assassins, traitors & spies Martin Lloyd  7 November Crown ,orb & sceptre Nigel Metcalfe  5 December Christmas No speaker?  2024  2 January No meeting?  6 February Scott Joplin Roger Browne  5 March What a curry on Andy Munro  2 April Hidden documents of (Hanbury/Coughton) Vanessa Morgan  7 May James Watt Chris Rice  4 June AGM Speaker?  The committee confirmed that there would not be a general meeting on 2 January and that speakers would not be booked for the December meetings in 2023 or 2024. However, it was decided that the new Regional Trustee Jean Jackson would be invited to December 2023 meeting to speak briefly to members. The committee confirmed that a speaker should be booked for the AGM in June, preferably with a theme that would sit with the D Day anniversary. It was agreed that the talk for 2 April should be about Coughton Court documents.  PA advised that there were further potential speakers that she would discuss with VH. LB provided details of speakers for The Bournville Society and also suggested Elizabeth Thompson.  She noted that fees for speakers had increased significantly and the committee agreed that the budget for speakers should be increased to £150.   1. **St Joseph’s cupboard storage (LB)**   LB noted that the issue about the storage cupboards had come completely out of the blue, but appeared to be prompted by a concern by the priest about access for meter reading. The u3a cupboards could remain where they are, but nothing more should be put in the storage cupboard where the meter is, which has noticeably less in it now.   1. **Any other business (All)**   **14.1 December General Meeting**  VH would like to establish an Events Team to organize the Christmas party and Garden party, but had so far been unsuccessful and it was essential to start planning the Christmas party now.  Food & Drink  It was agreed that we should provide more refreshments than last year, but there was considerable discussion as to whether this should be by using an outside caterer (incurring potentially high costs) or self-catering by buying in platters (involving more organization and work). HK agreed to check comparative costs from eg Classic Catering and platters for further consideration. It was agreed that attendance would have to be limited to 100 by pre-booking. CL noted that the u3a funds were in a relative good position.  Allan Walmsley to be asked if he would organize mulled wine.  Raffle  About 20 prizes; a free ticket for each member on entry  Music  Last year we had considered a choir from KH u3a but they had been unavailable. LB suggested the band from Balsall Common u3a and PA agreed to make enquiries. Alternatively use of a recorded music stick could be considered.  Quiz  It was agreed that last year’s quiz was very popular. PA to ask Roger Jones if he and Monica Page were willing to set another quiz.  Talk  VH to invite Jean Jackson to speak briefly to members.  **14.2 Publicity Material**  LB shared publicity material from the Regional Network meeting, to be passed to Jan Wadham.   1. **Date of next meeting**   2pm Tuesday 17 October 2023 at Bournville Quaker Meeting House.  The meeting ended at 4.15 pm. | VH  CL  PG  VH  CL  VH/JE  VH/JW  VH  CL  ML  ML  ML/VH  PA  HK  LB  PA  PA  VH  VH |